Digitized by the Internet Archive
in 2012 with funding from
CARLI: Consortium of Academic and Research Libraries in Illinois

http://archive.org/details/southernillinoi195458sout

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President January 11, 1954

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

The January meeting of the University faculty will be held on Thursday afternoon, January 14, at three-thirty o'clock in the University School Auditorium.

Tea will be served from 3:00 to 3:30 p.m. with the Department of Journalism as host.

Among the items on the Agenda will be the election of members to certain faculty committees and a report by President Morris of the discussions at the meeting of the Joint Council on Higher Education held in Carbondale, January 8.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

January 26, 1954

Room 206 - Doctor's Hospital Between Breakfast and Bath

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

CALL FOR THE DOCTOR! CALL FOR THE NURSE!
MAYBE YOU'D BETTER CALL THE HEARSE!
HERE I GO FROM BED TO VERSE!!

THANKS, FOLKS!

Dear members of
the Faculty!
To you our love
and hope that we
Sometime may merit
this kind attention!
What you have, you share it:
books beyond mention,
The latest news,
the magazines,
Post-cards with views
of foreign scenes,
Clippings of jokes
and gay cartoons,
Milkshakes and cokes,
rhymes and runes,
Works of art,
flowers and candy,
Cookies and tarts,
and everything dandy,
Even a personal
TV,
And best of all --
your company.
Never so pampered
in all my life
Just think how hampered
will be the wife
When she tries to bring down
to the human position
One who has known
an angel's condition.
The weather's fine
(in this hospital room);
No time to repine;
no place for gloom.
The leg is mending
from knee to ankle.
And this poem is ending
(You too can be thankful).

MUCH AFTER HERRICK

Whenas in casts a whole leg goes
It has no need for toes or clothes;
In fact, it might as well be froze:

A supine immobility,
Vibrationless and trouble-free.
Oh, how this rigor irketh me!

REFLECTIONS ON ICE-BREAKING

I like this bit
By a famous wit:
"Candy is dandy,
But liquor is quicker."
But that's not, you must admit,
The last word about it,
For the best ice-breaker
Is ice itself, I say,
So keep it in a shaker
Or refrigerator tray
(At least keep it off
The public highway).
This may be hindsight
Or even behindsight;
Sitting hard on the ice
Gives one to think twice
With thoughts not always nice.
And by way of a conclusion
At which no good soul will scoff
Let me herewith further say
That an upright life
(Like an upright wife)
Avoids nervous confusion
And muscular contusion.
So hooray for the vertical --
It's never get-you-hurtical!

BETWEEN THE DUSK AND THE DAYLIGHT

(Old Charm for Inducing Sleep)

fibula, tibia, fibula, tibia, fibula, tibia, fibula, tibia,
FIBULA, TIBIA, FIBULA, TIBIA, FIBULA, TIBIA, FIBULA, TIBIA,
fibula, TIBIA, fibula, TIBIA, fibula, TIBIA, fibula, TIBIA,
fibulatibiafibulatibiafibulatibiafibulatibia
(repeat, repeat, and vary the beat)

CATCHING UP ON ONE'S READING

Now is the time when all good men should read.
There'll never be a better time than this
To plough through Willoughby's Analysis
Of Factors Governing Supersonic Speed,
Or Smythe's Brief Treatise on the Jimson Weed,
Or Talbott's Studies in Paralysis,
Or Widgeon's How Maori Natives Kiss,
Or a history of the Athanasian creed.

Now is the time. Why do I lie and stare
At the door, the wall, the plumbing, the window jamb,
The vacant ceiling, or the empty air?
Now is the time. But my callers are all witty,
The doctors cheerful, the nurses much too pretty.
NOW IS THE TIME... But I don't give a hoot!

DAILY MENTAL DIET (SOFT)

A newsleak
From Newsweek,
A crime
From Time,
Domestic strife
As pictured in Life,
A host
Of cartoons from the Post,
A corker
Of a story in the New Yorker,
A TV drammy
(Somewhat hammy),
And Arthur Godfrey,
Husband vs. wife
(More marital strife),
And Arthur Godfrey,
Howdy Doody
(Goody, goody!),
And Arthur Godfrey,
Sports Roundup
(Turn the sound up),
And Arthur Godfrey,
Mountain music
(Does it make you sick?),
And Arthur Godfrey?

GOOD HUMOR

Jack Benny makes me smile.
Bob Hope makes me laugh.
Jimmy Durante makes me chuckle.
Groucho Marx makes me grin.
Milton Berle makes me snicker.
They tickle my ribs,
Split my sides,
And put me in stitches.
But the brightest, smoothest comic
of them all
Is ice.
Its slick wit fractures me.

A FINAL PLEA -- TO PHILOSOPHY

O Philosophy!
Thou hast served me well
And cured me of my pain
By showing that pain is only an illusion.
Now, Philosophy,
Please cure me of the illusion.

Charles D. Tenney

President's Office February 16, 1954

SPECIAL BULLETIN TO THE FACULTY

Funeral services for Dr. W. C. Bicknell will be held at the First Methodist Church at 10:30 a.m. tomorrow morning, February 17. All students and faculty who wish to attend the funeral are invited to do so and are to be excused from classes.

The body will be available for viewing from 2:30 p.m. to 9:00 p.m. today and from 9:00 a.m. to 10:00 a.m. tomorrow morning at the Carbondale Funeral Home.

It has been suggested that, instead of individual floral offerings, funds might be contributed toward meeting the hospitalization. A fund has been set up in the Bursar's Office to receive and take care of disbursement of such contributions.

Charles D. Tenney

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President February 19, 1954

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

Faculty and students are invited to view the exhibit of the State Museumobile which will be located on Circle Drive in front of Altgeld Hall on Monday, Tuesday and Wednesday -- February 22, 23 and 24. Exhibits of natural history, geology and archaeology will be featured. The Museumobile has been brought to the campus from the State Museum in Springfield, Illinois.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President March 2, 1954

SPECIAL BULLETIN TO THE FACULTY

FINAL EXAMINATION SCHEDULE FOR WINTER, 1953-54

Monday, March 8

English 102	4:00

Tuesday, March 9

8 o'clock classes	8:00
Sociology 101	11:00
1 o'clock classes	1:30
Freshman P.E. for Women and P.E. for Men 152 and 252	4:00

Wednesday, March 10

9 o'clock classes	8:00
Government 101 and 231	11:00
2 o'clock classes	1:30
AS&T 102	4:00

Thursday, March 11

11 o'clock classes	8:00
History 102 and 202	11:00
12 o'clock classes	1:30
AS&T 202	4:00

Friday, March 12

3 o'clock classes	8:00
10 o'clock classes	10:00

Examinations will begin at the hours scheduled above and will run for two clock hours, except for classes that meet only one or two hours a week. Examinations for those will begin at the end of the two-hour examination and will run for one clock hour. This arrangement is necessary to dovetail three, two, and one-hour classes that meet at the same period.

Examinations in evening classes will be held at the last meeting of the class in the examination week. Four o'clock classes may be arranged by the instructor at one of the regular periods.

In case more than one class meets in a room, the one meeting three or four days a week should have priority on the room for the final examination. Any instructor without a room for a particular class is requested to check with the Registrar's Office for assignment.

A student who for some reason must miss the final exmination may not take an examination before the one scheduled for the class. In this case, "W", followed by the tentative grade with a "12" indicating the number of weeks attended, should be recorded by the instructor. The final examination may be given at a later date, within one year.

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President March 13, 1954

SPECIAL BULLETIN TO THE FACULTY

We have received word from the State Police that March 22 will be the last date for applications for 1954 auto license plates. They have sent us this notice as a courteous reminder, in the hope of saving our staff members any embarrassment.

Charles D. Tenney
Vice President for
Instruction

George H. Hand
Vice President for
Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President April 29, 1954

SPECIAL BULLETIN TO THE FACULTY

MAY FACULTY MEETING

The May meeting of the University Faculty will be held in Shryock Auditorium from 10 until 11 o'clock, Wednesday morning, May 5, 1954. The agenda will include a report on faculty participation in the Area Services Program by Professor Brownell and elections for certain vacancies in faculty committees.

MEETING ON THE UNITED NATIONS

Representatives of the American Association for the United Nations, Mrs. Eleanor Roosevelt and Colonel Eichelberger, are visiting Carbondale on Wednesday, May 5th. The Southern Illinois Association for the United Nations, the Government Department of Southern Illinois University and the International Relations Club are sponsoring a meeting in Shryock Auditorium at 3:30 o'clock, Wednesday, May 5th. Professor Frank Klingberg of the Government Department and Mr. J. A. Anderson, Executive Secretary of the Southern Illinois Association of the United Nations, are extending an invitation to all faculty members and their students to attend this meeting, at which Mrs. Roosevelt and Colonel Eichelberger will speak.

From 5 to 6 o'clock, Wednesday afternoon, President and Mrs. Morris are holding a reception for Mrs. Roosevelt and Colonel Eichelberger at their home. All students and faculty members are invited to come, as well as other persons attending the 3:30 program.

Charles D. Tenney
Vice-President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President May 12, 1954

S P E C I A L B U L L E T I N

TO ALL FISCAL OFFICERS OF DEPARTMENTAL APPROPRIATIONS:

We are approaching the close of the fiscal year, and it is quite obvious that the balances in many of the departmental appropriations are becoming quite small. This is also true in regard to the balances of the state appropriations against which the departmental appropriations are established.

For the remaining six weeks, it will be necessary for the fiscal officers to watch closely the balances remaining in their appropriations. The Personnel Office should not be requested to prepare payrolls covering services rendered for "Wages" in excess of the appropriation balances. Likewise, a sufficient balance should be retained in the appropriation for "Other Current Expenses" to cover estimated service department charges for the remainder of the fiscal year. Service department charges include charges for telephone tolls, postage, duplicating service, telegrams, general stores, government surplus property, office machines repair, photographic service, etc.

Continuing the policy of preceding years, departmental appropriation balances for Other Current Expenses and Travel will not be lapsed at the close of the present fiscal year.

In the event that funds in such categories as Wages for student help and Other Current Expenses are exhausted before the end of the year, fiscal officers must assume personal responsibility for over-runs in their budgets.

Charles D. Tenney
Vice President
for Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
LIBRARIES - CARBONDALE
RECEIVED
MAY 18 1954
DOCUMENTS AND
CONTINUATIONS DIVISION

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President May 18, 1954

SPECIAL BULLETIN TO THE FACULTY

HONORS DAY ASSEMBLY

The annual Honors Day assembly will be held at ten o'clock, Thursday morning, May 27, 1954, in the Auditorium. The Student Council has planned a program in recognition of those students who have earned various honors during this school year. There will be an academic procession preceding the assembly. Ledford J. Bischof, Associate Professor of Psychology will deliver the address. Several awards and scholarships will be presented.

Will the department chairmen designate one or more representatives from each of the following departments to appear in academic dress and to participate in the procession? Please notify Dean I. Clark Davis concerning your representative by May 20 if possible.

Air Force ROTC
Agriculture
Art
Botany
Business Administration
Chemistry
Economics
Education
English
Foreign Languages
Geography
Government
Guidance and Special Education
Health Education
History
Home Economics
Industrial Education
Journalism
Library Service
Mathematics
Microbiology
Music
Philosophy
P. E. for Men
P. E. for Women
Physics and Astronomy
Physiology
Psychology
Recreation and Outdoor Education
Sociology and Anthropology
Speech
University School
Zoology

The procession will form at 9:45 in the former President's Office in Shryock Auditorium and the faculty members who participate will wear academic dress. Students participating in the assembly program may ask to be excused shortly before the program begins. Both ten and eleven o'clock classes will be dismissed so that faculty members and students and their parents can attend both the assembly and the reception following it in B Lounge at Woody Hall.

All faculty members and students are cordially invited to attend these ceremonies honoring our best students.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President May 24, 1954

SPECIAL BULLETIN TO THE FACULTY AND SUPERVISORS

MONDAY, MAY 31, 1954

When one of the six legal holidays which are observed by the Civil Service staff falls on the second of two rest days, the rules provide for the observance of that holiday on the following day. For all those members of the Civil Service staff whose rest days are Saturday and Sunday, Memorial Day will be observed on Monday, May 31.

Under the University calendar, as printed in the catalog, May 31 is not a holiday and classes will meet as usual that day; and offices will be open as usual that day. All questions concerning the academic calendar can be answered by reference to the catalog.

If members of the Civil Service staff are required to work on a holiday, they must be compensated therefor at the rate of time and one-half. Overtime pay and wages for other types of extra help must be paid from your appropriation for wages. In making your plans for workers for May 31, you must keep in mind the amount of money you may have available for the remainder of this fiscal year. Provision for time off in lieu of overtime pay is made. This rule must be used with care. You will note that it may be used when there are individual agreements and that each agreement must have the prior approval of the Director of Personnel Office.

It is our suggestion that each faculty member and supervisor plan his work for Monday, May 31, so as to use no or the very minimum of Civil Service staff assistance on that day.

Charles D. Tenney
Vice President
for Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President June 16, 1954

SPECIAL BULLETIN TO THE STAFF

Effective with June 21, 1954, the working hours of the various offices on the campus will be changed to 7:30 A. M. to 4:30 P. M. Monday through Friday and from 8:30 to 12 noon on Saturday. These hours will continue in effect until Tuesday, September 7, 1954.

Charles D. Tenney
Vice President
for Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
LIBRARIES - CARBONDALE
RECEIVED
JUN 21 1954
DOCUMENTS AND
CONTINUATIONS DIVISION

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President June 18, 1954

SPECIAL BULLETIN TO THE FACULTY

Meeting of Non-college Faculties

There will be a meeting of all Professors, Associate Professors, Assistant Professors, and Instructors not in departments located within the College of Liberal Arts and Sciences, the College of Vocations and Professions, and the College of Education, on Wednesday afternoon, June 23, at three o'clock in the University School Auditorium.

This meeting is for the purpose of selecting three nominees, from which one person will be elected, to represent the non-college groups on the University Council.

The above notice covers staff members of the Divisions of Communications, Fine Arts, Rural Studies, and Technical and Adult Education, together with the professional staffs of the Libraries, the Museum, and other members of non-college agencies who have University Faculty status.

Summer Coke Hour

Date: Thursday, June 24, 1954
Time: 9:30 to 11:00 a.m.
Place: Lawn of the President's Home

As a greeting to the summer students and faculty, President and Mrs. Morris are having a "Coke Hour" on the lawn of their home next Thursday morning from 9:30 to 11:00 a.m. It is suggested that faculty members who will be conducting classes during these periods might give the students a "break" and bring them over for a cold drink.

It will be appreciated if faculty members will announce the "Coke Hour" at their Tuesday and Wednesday classes.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President June 26, 1954

SPECIAL BULLETIN TO THE FACULTY

JULY FACULTY MEETING

The July meeting of the University Faculty will be held in the University School Auditorium on Thursday afternoon, July 1, 1954, at 3:30 o'clock. The chief item for the agenda is the selection of members for certain of the committees and statutory councils.

AVAILABILITY OF LECTURES IN PHYSIOLOGY

Professor Harold M. Kaplan, Chairman of the Department of Physiology, has called to our attention an announcement from Professor G. E. Wakerlin, Professor of Physiology and Head of the Department, of the University of Illinois, College of Medicine, 1853 West Polk Street, Chicago 12, Illinois.

Professor Wakerlin states that if any group of students, such as a Biology Club or Science Club, desires an informal discussion of some topic related to Physiology, certain members of his staff will be at their disposal. Among the topics are the following: "Hunger and the Critical Regulation of Food Intake," "Theories of Nerve Conduction," "Current Status of the Blood Substitute," "Physiology in Aviation," "Historical Aspects of Medical Education," "The Measurement and Significance of Blood Pressure," "Peripheral Effects of Hormones," "Recent Advances in Our Knowledge of Heart Disease," "Physiology of High Altitude and Low Pressure."

Charles D. Tenney
Vice President
for Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President August 13, 1954

SPECIAL BULLETIN TO THE FACULTY

WATER BUT NOT HOT WATER

It is necessary for the Physical Plant to shut off the steam of all buildings during the week of August 23 in order to make repairs to the boiler house and the steam lines. The University School will be affected the week of August 16 for repairs in that section of the tunnel. This means that there will be water in the buildings but not hot water. Those having need for hot water should make their plans accordingly.

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President September 9, 1954

SPECIAL BULLETIN TO THE FACULTY

SEPTEMBER FACULTY MEETING

The September meeting of the University Faculty will be held in the University School Auditorium, Thursday afternoon, September 16, at 4:00 o'clock. President Morris will give a report on recent developments in the University.

SEPTEMBER MEETING OF THE FACULTY COUNCIL

The Faculty Council will hold its September meeting Thursday afternoon, September 23, in Main 102A, at 4:00 o'clock. The Secretary of the University Faculty will mail out the agenda to the members of the Council.

MEETING ON CURRICULUM

The September meeting of the Sub-committee on Curriculum of the Faculty Council will be held in the Conference Room of the President's Office at 4:00 o'clock, Thursday afternoon, September 30.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President September 22, 1954

SPECIAL BULLETIN TO THE FACULTY

Elbert Fulkerson, Secretary of the University Faculty, reports that the tally committee has counted votes for the election of personnel of the Committee on the Study and Recommendation of University Procedures, and that the following people have been elected to this committee:

Robert D. Faner
Willis E. Malone
W. C. McDaniel
Ted R. Ragsdale
Willis G. Swartz
Kenneth A. Van Lente

Mr. Edw. V. Miles, Jr., has been named Chairman of this committee, the purpose of which is to receive and study any faculty proposals for the amendment of the By-laws and Statutes of the Board of Trustees.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President October 20, 1954

SPECIAL BULLETIN TO THE FACULTY

The newly elected Procedures Committee invites each faculty member to submit in a signed statement any comment he wishes to make concerning the improvement of the University Statutes. This may be a specific recommendation for improvement in wording, or merely a notation that a given section needs study. In the latter case, reasons should be given.

The Committee is presently concerned with the topics of sabbatical leaves and overlapping responsibilities of the various councils. Specific recommendations on these topics would be welcome.

Send all communications to the Chairman.

Edw. V. Miles, Jr.
Chairman, Procedures Committee

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President October 20, 1954

SPECIAL BULLETIN TO THE FACULTY

The newly elected Procedures Committee invites each faculty member to submit in a signed statement any comment he wishes to make concerning the improvement of the University Statutes. This may be a specific recommendation for improvement in wording, or merely a notation that a given section needs study. In the latter case, reasons should be given.

The Committee is presently concerned with the topics of sabbatical leaves and overlapping responsibilities of the various councils. Specific recommendations on these topics would be welcome.

Send all communications to the Chairman.

Edw. V. Miles, Jr.
Chairman, Procedures Committee

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President November 1, 1954

SPECIAL BULLETIN TO THE FACULTY

Special Assembly Program

Professor C. Horton Talley, Chairman of the Freshman Assemblies Committee, has notified us that we have been fortunate enough to obtain the Life Magazine picture, "The World We Live In," for a showing on our campus. Since the program runs for ninety minutes or more and since it was originally obtained for one of the regular freshman assemblies, special arrangements will have to be made for the class schedule Wednesday morning November 3. The following schedule of classes will be in force:

8 o'clock classes will meet from 8 to 8:45.

9 o'clock classes will meet from 8:50 to 9:35.

The assembly will be held at 9:40.

Classes normally meeting Wednesday at 10 will meet on Thursday instead.

11 o'clock classes will meet from 11:15 to 12.

Please announce this revised schedule for Wednesday morning to your students and urge them to attend. Faculty members are cordially invited to attend this special assembly.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President November 8, 1954

SPECIAL BULLETIN TO THE FACULTY

Veterans' Day Observance

In accordance with a long-established custom, there will be a brief observance of Veterans' Day (Armistice Day) Thursday morning, November 11. All faculty members and students are urged to participate in the ceremonies which will be held in McAndrew Stadium at approximately 10:45 o'clock.

In order to make it possible for the students in the Air Force R.O.T.C. to participate in the parade and to permit others to take part in the ceremonies, the 11 o'clock classes will convene from 11:30 to 11:50. The regular class schedule will prevail during the rest of the day.

The Air Force R.O.T.C. and various veterans' organizations in Carbondale are cooperating in a parade which will step off at 10:20 near the Elks Club. The line of march will be from Jackson Street on University, to Main Street, through to Illinois Avenue, thence to Harwood Avenue, and into McAndrew Stadium via the stadium road. A mass formation of all marching units will be held on the football field. At approximately 10:50 A.M. Colonel Alexander MacMillan, Professor of Air Science and Tactics, will speak on the significance of Veterans' Day. At 11 o'clock the Chaplain from Scott Air Force Base, Captain W. L. Shoemaker, will lead the assembly in silent prayer, followed by the sounding of "Taps". The Chaplain will then give a short address.

Viewers are requested to sit in the west stand in order best to observe the ceremonies.

Charles D. Tenney
Vice President for
Instruction

SPECIAL BULLETIN TO THE FACULTY

Office of the President November 11, 1954

Class Rings

If faculty members can call to the attention of seniors and graduate students the following announcement, the senior class officers will be most grateful:

"Arrangements have been made with the Book Store to handle the ordering and delivering of class rings this year. Advanced orders will be taken there beginning November 15 and continuing through November 24. Those people placing orders during this period will receive their rings about the middle of January. The second period of ordering will begin after the Christmas Holidays and continue indefinitely. A $5.00 deposit is necessary when the order is placed, and the balance is payable upon receipt of the ring."

Freshman Assemblies

It should be noted that whenever the Freshman Assembly day of the week is changed in order to make it possible to schedule some attraction not available on Thursday, all classes and other meetings scheduled for the hour to which the assembly is shifted will move to Thursday and the assembly will be held as designated.

Individual teachers may not hold freshmen for classes or other meetings at hours for which freshman assemblies are announced, since all freshmen are asked to attend the programs.

High School Principal - College Freshmen Conference

Approximately thirty-five high school principals from the secondary schools of the surrounding area will be on campus November 16 to participate in a conference with the academic deans, the academic advisors, and other University personnel. This conference is chiefly designed for freshman students, and it is hoped that many of the tensions normally encountered by many students in adjusting to college life can be eased somewhat as a result of the opportunity given them to participate in this conference. All freshmen students who are absent from classes to participate in this conference will have statements of participation supplied by the Office of Student Affairs when they return to classes on the seventeenth.

Football Parade

Attention is called to the football game with Washington University on November 13. As you may know, our Air Force R.O.T.C. Cadet Corps will parade on the football field at one o'clock, a half hour before the game, and are planning to surprise the crowd with a colorful display in the stands during the game. All students and faculty members are encouraged to come early to see this special feature.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President November 18, 1954

S P E C I A L B U L L E T I N T O F A C U L T Y A N D S T A F F

Although the University calendar lists Friday, November 26, as a holiday, this does not apply to personnel on twelve months appointment. This means that all University administrative offices are to be open on Friday and Saturday as usual and with at least a skeleton staff. The dismissal of classes will make it possible for office staffs to catch up with accumulated overtime.

Charles D. Tenney
Vice President

George H. Hard
Vice President

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President

December 1, 1954

SPECIAL BULLETIN TO THE FACULTY

CIVIC DRAMA GUILD PLAY

We have been requested to call to the attention of faculty members and students the following announcement:

"On the evening of Friday, December 3, at 8:00 p.m., in Shryock Auditorium, the Civic Drama Guild of New York will present the stage play 'Stalag 17.'

"'Stalag 17' is a story of American soldiers in a German prison camp. It is a play which combines comedy with melodrama. After its success on Broadway it was made into a movie.

"Tickets are 75¢ each stag and $1.35 drag. They may be purchased from any member of the Southern Illinois University Circle K Club. The proceeds from the play are to go to the crippled children of this area and to establish a scholarship."

DECEMBER FACULTY MEETING

The December meeting of the University Faculty will be held in the University School Auditorium Wednesday, December 15, at 4:00 o'clock. The principal business of the meeting will be to discuss the broad plans and budgetary implications of Southern's educational program in the years just ahead.

Charles D. Tenney
Vice President
for Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President December 1, 1954

SPECIAL BULLETIN TO THE FACULTY

CIVIC DRAMA GUILD PLAY

We have been requested to call to the attention of faculty members and students the following announcement:

"On the evening of Friday, December 3, at 8:00 p.m., in Shryock Auditorium, the Civic Drama Guild of New York will present the stage play 'Stalag 17.'

"'Stalag 17' is a story of American soldiers in a German prison camp. It is a play which combines comedy with melodrama. After its success on Broadway it was made into a movie.

"Tickets are 75¢ each stag and $1.35 drag. They may be purchased from any member of the Southern Illinois University Circle K Club. The proceeds from the play are to go to the crippled children of this area and to establish a scholarship."

DECEMBER FACULTY MEETING

The December meeting of the University Faculty will be held in the University School Auditorium Wednesday, December 15, at 4:00 o'clock. The principal business of the meeting will be to discuss the broad plans and budgetary implications of Southern's educational program in the years just ahead.

Charles D. Tenney
Vice President
for Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President December 6, 1954

SPECIAL BULLETIN TO ALL FACULTY MEMBERS AND FISCAL OFFICERS

On August 18, 1951 I called to the attention of all faculty members the provisions of the State Property Control Act which provides for the care and disposition of State property. This letter is intended as a reminder of the necessity for perpetual inventory by faculty members and fiscal officers who have responsibility for University equipment whether fiscally so designated or not.

It has come to my attention that in the last year the University has, through theft or otherwise, lost some items of property. Continual losses of this nature reduce the effectiveness of money expended by the University since in many cases duplicate items must be obtained.

I urge all persons responsible for the care of University property to immediately report to the Chief Accountant, to whom is delegated the responsibility for inventory, any items of property which may be missing. Delay in this procedure can often result in the failure of the University to regain possession.

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President December 7, 1954

SPECIAL BULLETIN TO THE FACULTY AND STAFF

THE MESSIAH

A part of the Christmas Week Program will be the presentation of The Messiah, in Shryock Auditorium at seven-thirty o'clock Sunday evening, December 12, 1954. No admission is charged for this annual presentation, but a contribution box will be located in the lobby for the convenience of those who wish to aid the Inter-Faith Council, representative of six organized religious groups on the campus: Baptist Student Union (Southern Baptist); Canterbury Club (Episcopal); Gamma Delta (Lutheran); Newman Club (Roman Catholic); Student Christian Foundation (Interdenominational); and Wesley Foundation (Methodist). All proceeds are used to finance Religious Emphasis Week, to be held January 31 through February 4, 1955, and to help defray the cost of "Religion in Action," a pamphlet included in packets distributed to all new students.

Charles D. Tenney
Vice President
for Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President December 14, 1954

SPECIAL BULLETIN TO FACULTY AND STAFF

CHRISTMAS HOLIDAYS

A recent change in University policy relative to the observation of legal holidays has a particular application to Christmas Day and New Year's Day this year. This change provides that whenever one of the six legal holidays falls on either of the two rest days of a Civil Service staff member another day off will be given.

For this year, because both Christmas Day and New Year's Day fall on a Saturday, the other day to be given will be the preceding Friday in each case, or December 24 and December 31, 1954. All shops and other operating units of the University, except those necessary for essential services, will be closed on these two Fridays in addition to Christmas Day and New Year's Day.

Offices of the University, however, will be expected to be open during their usual hours on Friday, December 24 and Friday, December 31. A skeleton staff may be used for the offices on these two Fridays.

Charles D. Tenney
Vice President for
Instruction

George H. Hand
Vice President for
Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
CARBONDALE, ILLINOIS

Office of the President

December 31, 1954

SPECIAL BULLETIN TO THE FACULTY

SPECIAL ASSEMBLIES
on
Tuesday, January 4, and Wednesday, January 5

It is requested that the following announcement be made in your classes on Monday, January 3, 1955, and Tuesday, January 4, 1955:

"The Student Council is sponsoring two special assemblies in which President D. W. Morris will explain the budgetary requests of Southern Illinois University to the student body.

"On Tuesday, January 4, at 10:00 a.m., in Shryock Auditorium, all men students are asked to attend. On Wednesday, January 5, at 10:00 a.m., all women students are asked to attend.

"Classes regularly scheduled for these periods will be excused. The Department of Air Science is scheduling its weekly drill at 10:00 a.m. on Tuesday in Shryock Auditorium in order that all men enrolled in the unit may participate in this assembly program."

Members of faculty families are cordially invited to attend the Wednesday morning assembly.

Charles D. Tenney
Vice-President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President January 5, 1955

SPECIAL BULLETIN TO THE FACULTY

TEN O'CLOCK CLASSES AND ASSEMBLIES

Because of the inability of the speaker scheduled for the freshman assembly, Thursday, January 6, 1955, to appear, Thursday's freshman assembly will be cancelled. This will make it possible for any ten o'clock classes which ordinarily would have met on Wednesday, January 5, but which were excused for the special Student Council assembly that day, to meet Thursday at ten o'clock instead.

Please notify your students in today's classes.

CORRECTION

Please note an error on Page 11 of the January 5, 1955, General Bulletin to the Faculty. It is there stated that the annual report forms being mailed to the faculty cover the activities of the year 1954-1955.

These forms are, however, intended to cover the entire calendar year 1954 rather than the current academic year. Although this is clearly stated on the forms, we are correcting the error in the General Bulletin in order to avoid any possibility of confusion.

Charles D. Tenney
Vice President
for Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President January 21, 1955

SPECIAL BULLETIN TO THE FACULTY

WOMAN'S CLUB TALENT LIST

The Illinois Federation of Women's Clubs prepares annually a list of speakers and performers suitable for woman's clubs programs. Such fields as music, book reviews, drama, education, the American home, international relations, and gardens are covered.

The preliminary screening of persons who wish to be listed for appearance on woman's club programs will be held at the Student Union building in Urbana, February 17 and 18 (the only screening held outside Chicago this year). Auditions will be held at the same place on March 22.

Application blanks for appearing on this talent list may be obtained from Mrs. Rolla E. Wiggins, 603 West Oak Street, Carbondale, Illinois (telephone 1673). The application forms must be mailed to the State Program Chairman by February 1, 1955.

ANNUAL MILITARY BALL

Through the courtesy of the Arnold Air Society and Colonel Alexander MacMillan, Professor of Air Science and Tactics, we have the pleasure of announcing that all members of our faculty are invited to attend the 1955 Military Ball.

The ceremony revealing to the AFROTC Cadets their selection of the Cadet Queen and her crowning, together with dancing to the music of the Ted Weems orchestra, will highlight this event. The cost of tickets is $3.00 per couple, and they should be purchased from any Junior or Senior cadet. The Military Ball is formal, but male members of the faculty who are holding current reserve commissions in any of the Military or Naval Services may wear the uniform to which they are entitled, with black bow tie, etc.

Arrangements for table seating have limited the number of tickets available, so that faculty members interested ought to obtain theirs as soon as possible. The Military Ball is to be held in the Carbondale Armory at nine o'clock on the evening of Friday, January 28.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President January 26, 1955

SPECIAL BULLETIN TO THE FACULTY

CAREER CONFERENCE

The third bi-annual Career Conference sponsored by the Office of Student Affairs, Placement Service, and Student Council is scheduled for Thursday, January 27, 1955, beginning at 8:00 a.m. and continuing through the day and evening.

All students of the University are invited to participate in this conference. There are three sessions at 8:00 a.m., one planned to give information on selecting a vocation for students who are still undecided about their college course, one to give information on job opportunities for seniors, and one to give information on graduate scholarships and fellowships for faculty and prospective graduate students. At 10:00 a.m. the keynote address will be given by Mr. Houston Waring at an all school assembly in Shryock Auditorium. Continuous group sessions during the day are planned to give information on vocations related to the various college courses by guests and Southern Illinois University faculty.

It has been a policy that students be permitted to attend these sessions without jeopardizing their classroom work in any way. We are asking, with your permission, that this policy be continued this year. Students will, likewise, again be asked to register for the sessions they attend. We are calling this to your attention as you may wish to plan your work accordingly. In the past, many instructors have found it profitable to attend these sessions with their classes.

May we take this opportunity to thank faculty members for their fine spirit of cooperation and interest in making this Career Conference a success?

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President January 29, 1955

SPECIAL BULLETIN TO THE FACULTY

February Faculty Meeting

The February meeting of the University Faculty will be held in the University School Auditorium at four o'clock, Thursday afternoon, February 3, 1955.

The meeting will be devoted to a further discussion of the proposed legislation modifying the University Retirement System. The Faculty Welfare and Service Committee, which has been studying the proposed changes, has suggested that additional clarification and discussion would be useful to the Faculty. The Committee is preparing certain materials which it will distribute to members of University Faculty for study before the meeting.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President April 26, 1955

SPECIAL BULLETIN TO THE FACULTY

A special Spring Festival Assembly, approved by the Student Council will be held in Shryock Auditorium at 10 o'clock Friday morning, April 27.

All classes will be dismissed for this assembly.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President April 29, 1955

SPECIAL BULLETIN TO THE FACULTY

AIR FORCE R.O.T.C. REVIEW

All members of the faculty and all students are cordially invited by Colonel Alexander MacMillan, Professor of Air Science, to attend the annual review of Southern's Air Force R.O.T.C. Cadet Corps at 10 o'clock on Tuesday morning, May 3, in McAndrew Stadium.

Colored moving pictures of the parade and review will be taken, and so everyone should appear at his brightest.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President May 9, 1955

SPECIAL BULLETIN TO THE FACULTY

HONORS DAY ASSEMBLY

The annual Honors Day assembly will be held at 10 o'clock, Friday morning, May 27, 1955, in the Auditorium. The assembly is being held on this date so that it will be possible for members of the Board of Trustees (who will be holding their May meeting that Friday) to attend.

The Student Council is planning a program in recognition of those students who have earned various honors during this school year. There will be an academic procession to start the assembly, an Honors Day address, and the awarding of various scholarships and prizes. The academic deans and directors will participate.

Will the department heads designate one or more representatives from each of the following departments to appear in academic dress and to participate in the procession? Please notify Mr. Paul Hunsinger concerning your representatives before May 20 if possible.

Air Force ROTC
Agriculture
Anthropology
Art
Botany
Business Administration
Chemistry
Economics
Education
English
Extension
Foreign Languages
Geography
Geology
Government
Guidance and Special Education
Health Education
History
Home Economics
Industrial Education
Journalism
Library Service
Mathematics
Microbiology
Music
Philosophy
P. E. for Men
P. E. for Women
Physics and Astronomy
Physiology
Psychology
Recreation and Outdoor Education
Sociology
Speech
Technical and Adult Education
University School
Zoology

The procession will form at 9:45 in the crosshalls of Old Main, and the faculty members who participate will wear academic dress. Students participating in the assembly program may ask to be excused from classes shortly before the program begins. Both 10 and 11 o'clock classes will be dismissed, so that faculty members and students and their parents can attend the assembly and the reception following it in the Formal Lounge at Woody Hall.

All faculty members and students are cordially invited to attend these ceremonies honoring our best students.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President June 9, 1955

S P E C I A L B U L L E T I N T O T H E S T A F F

Effective with June 13, 1955, the working hours of the various offices on the campus will be changed to 7:30 A. M. to 4:30 P. M. Monday through Friday and from 8:30 to 12 noon on Saturday. These hours will continue in effect until Monday, September 12, 1955.

Charles D. Tenney
Vice President
for Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President June 22, 1955

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

Summer Coke Hour

Date: Friday, June 24, 1955
Time: 9:30 to 11:00 a.m.
Place: West lawn of the President's Home

As a greeting to the summer students and faculty, President and Mrs. Morris are having a "Coke Hour" on the lawn of their home on Friday morning from 9:30 to 11:00 a.m. It is suggested that faculty members who will be conducting classes during these periods might give the students a "break" and bring them over for a cold drink.

It will be appreciated if faculty members will announce the "Coke Hour" at their Thursday classes.

Charles D. Tenney
Vice President for
Instruction

Office of the President June 24, 1955

SPECIAL BULLETIN TO ALL DEPARTMENTS

FIRE EXTINGUISHER LOCATIONS

It has been brought to the attention of this office that locations of fire extinguishers have been changed within some buildings and in some cases have been changed from one building to another. These extinguishers have been located in accordance with the recommendations of the State Fire Marshal's Office, and should not be changed without consulting the Director of the Physical Plant who is responsible for safety. If you believe a fire extinguisher should be changed to a different location, please make your recommendation to Mr. Howe.

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President July 14, 1955

SPECIAL BULLETIN TO THE FACULTY

MID-TERM GRADES

The academic deans have prepared the following notice and requested us to circulate it to all faculty members:

"Since the summer term is so short, it is practically impossible to use our usual procedure of getting in touch with students who are doing unsatisfactory work at the mid-term. So instead of having the instructors report them to the dean and the dean follow them up it is suggested that each faculty member notify every student who is making a grade of 'D' or 'E' at the mid-term. Of course, if some of these students should in your opinion see the dean, please feel free to tell them so."

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President July 15, 1955

SPECIAL BULLETIN TO THE FACULTY AND STAFF

STEAM LINES DOWN

It is necessary that the Physical Plant shut off the steam for two to three weeks after the Summer Session closes. There will be no steam or hot water. If this will handicap your program in any way, please contact the Physical Plant so that they can help work around your needs.

Charles D. Tenney
Vice President
for Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President July 22, 1955

S P E C I A L B U L L E T I N

Senate Bill No. 58

For the information of all staff members of Southern Illinois University, a copy of Senate Bill No. 58, commonly known as the Broyles' Bill, is attached. Under the terms of this bill, which was signed by the Governor on July 18, 1955, no staff member or employee can receive compensation or expenses until he has filed the affidavit set forth in Section 30b.

Since the payrolls for the month of July are already in process, we are setting up special facilities for having these statements signed and notarized immediately. Staff members should report to the Personnel Office, the Legal Counsel's Office, or the Bursar's Office during office hours on Monday, Tuesday or Wednesday, July 25-27. In each of these offices copies of the statement will be available and there will be provisions for notarizing them.

This notice applies to all individuals on the faculty-administrative payroll, the Civil Service payroll, or the various special payrolls of the University. With regard to the student help payroll, a special bulletin will shortly go out from the Personnel Office explaining the procedure to be used for students.

There are a number of moot points concerning the total extent of the application of Senate Bill No. 58 to our operations. Every attempt will be made to clear up these points at the earliest possible moment.

George H. Hand
Vice President for
Business Affairs

Charles D. Tenney
Vice President for
Instruction

July 18, 1955

SENATE BILL NO. 58

Section 1. Section 30a of "An Act in relation to State finance", approved June 10, 1919, as amended, is amended and Section 30b is added thereto, the amended and added sections to read as follows:

Sec. 30a. No part of any appropriation which has been heretofore made, or which shall hereafter be made, shall be used to pay any part of the compensation or the expenses of any officer or employee of the Government of the State of Illinois, or any political subdivision, agency or instrumentality thereof, but excluding cities, villages, incorporated towns, townships and counties, who, directly or indirectly advocates the overthrow of the government of the United States or the State of Illinois by force, or who knowingly joins, or who knowingly remains for a period of twenty days a member of, any organization which advocates the overthrow of the government of the United States or the State of Illinois by force, or who knowingly remains for a period of twenty days a member of any organization which is founded by or whose activities are controlled in whole or in part by any individual or any organization which advocates the overthrow of the government of the United States or the State of Illinois by force, after he has knowledge, or has reasonable cause to believe that such organization of which he is about to become a member, or of which he is a member, either advocates the overthrow of the government of the United States or the State of Illinois by force, or is affiliated with another organization which advocates the overthrow of the government of the United States or the State of Illinois by force.

Sec. 30b. No employee of the State of Illinois, or any political subdivision, agency or instrumentality thereof, but excluding cities, villages, incorporated towns, townships and counties, shall receive compensation or expenses from any appropriation which has been heretofore made, or which shall hereafter be made until such person has on file with his or her employing authority the following affidavit signed under oath:

United States of America)
) SS
State of Illinois)

I, ... do swear (or affirm) that I am not a member of nor affiliated with the communist party and that I am not knowingly a member of nor knowingly affiliated with any organization which advocates the overthrow or destruction of the Constitutional form of the government of the United States or of the State of Illinois, by force, violence or other unlawful means.

(Signed). . . . . .

. . . . . (seal)
Notary Public

Mr. Dulkerson

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President

August 8, 1955

SPECIAL BULLETIN TO THE FACULTY

Notice to the Fiscal Officers of all Departments and Offices

We are sending out the following announcement at the request of the Business Office. Please let both the Business Office and your dean or director know about any temporary arrangements for fiscal officers during the vacation periods:

"You are all aware that our summer session ends this Friday, August 12th. Many of you will be off-campus during the next few weeks and will not return until the opening of the fall term. During your absence there will be shipments coming in for your department on purchase orders for supplies and equipment. Some of these will consist of items chargeable to the appropriations of the past biennium which must necessarily be cleared and invoices vouchered for payment by September 1st. It is for this reason we are asking that all fiscal officers who expect to be away from the campus during the period from August 12 until September 16 make arrangements for someone in your department to receive and sign for shipments which are received during this period.

"Your cooperation will be appreciated."

George H. Hand
Vice President
for Business Affairs

Charles D. Tenney
Vice President
for Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President September 9, 1955

SPECIAL BULLETIN TO THE STAFF

Just a reminder that the working hours of the various offices on the campus will be changed back to 8:00 AM to 5:00 PM, Monday through Friday, and from 8:30 AM to 12:00 PM on Saturday, effective Monday, September 12, 1955.

Charles D. Tenney
Vice President
for Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President September 23, 1955

SPECIAL BULLETIN TO THE FACULTY

FACULTY MEETING

The first general faculty meeting of the academic year will be conducted on Thursday, September 29, at 4:00 in the University School Auditorium. Brief reports will be presented by Vice Presidents George H. Hand and Charles D. Tenney, Directors I. Clark Davis and William J. Tudor, and Registrar Robert A. McGrath on latest developments in the instructional and research programs, enrollments, the building program, student affairs activities, and area service activities, with discussion to follow on these points.

Because of the lateness of the hour, there will be no preliminary serving of tea. Sorry!

Charles D. Tenney
Vice President
for Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President October 19, 1955

SPECIAL BULLETIN TO ALL FISCAL OFFICERS OF DEPARTMENTAL APPROPRIATIONS

CONFERENCE ON FISCAL ADMINISTRATION

Effective control of our institutional budgets is accomplished by insuring that expenditures and commitments do not exceed allotments; by pre-auditing to forestall expenditures or commitments that are not proper and legal charges against appropriations; by personnel and purchasing methods that will assure the University of obtaining proper services and commodities for the amount appropriated; and by accounting and reporting systems that reflect the current status of each appropriation at all times. The rapid growth of the University has necessitated the development of numerous internal checks that tend to perplex even the senior members of our corps of fiscal officers. The plight of the scores of new fiscal officers is even more serious as they try to cope with the multitude of regulations promulgated and procedures developed to insure that the University will be in a position to operate effectively and remain within the legal framework imposed by statutory authorities.

At the request of several of our fiscal officers, we have arranged for representatives of the Business Office to explain our plan of fiscal administration and answer questions you want to raise with regard to special problems you may have encountered in operating your department or office. We would like to suggest that you present your questions in writing at the opening of the session. This will enable us to assign the question to the individual best qualified to prepare a response.

The meeting is scheduled for the University School Auditorium, at 4:00 p.m., Monday, October 24, 1955. We will appreciate it if you will arrange your schedule so as to take advantage of this opportunity to learn more about the fiscal administration of this University.

Charles D. Tenney
Vice President
for Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President November 7, 1955

SPECIAL BULLETIN TO THE FACULTY

FRESHMAN ASSEMBLY CHANGE

The freshman assembly for the week of November 7-11 will be shifted to Wednesday, November 9, in celebration of National Education Week with Hans Karl Maeder, international educator, who will lecture on "Education for World Understanding." All classes which would normally meet on Wednesday at 10:00 will be shifted to Thursday at 10:00. All other schedules remain unchanged.

VETERANS' DAY OBSERVANCE

In accordance with a long-established custom, there will be a brief observance of Veterans' Day (Armistice Day) Friday morning, November 11. All faculty members and students are urged to observe the ceremonies, which will be held in McAndrew Stadium at 11:00 o'clock.

In order to make it possible for the students in the Air Force R.O.T.C. to participate in the parade and to permit others to take part in the ceremonies, the 11 o'clock classes will convene from 11:30 to 11:50 o'clock. The regular class schedule will prevail during the rest of the day.

The Cadet Wing will form on the campus drive in the area of Shryock Auditorium at 10:00 and move in parade formation north on University Avenue, turning right on Monroe Street, and then south on Illinois Avenue to McAndrew Stadium. A mass formation of all marching units which includes the American Legion Garvin King Post #542, the American Legion Donald Forsythe Post #514, and the Carbondale Veterans of Foreign Wars will be held on the football field.

Approximately at 11:00 a short Veterans' Day ceremony will be conducted in McAndrew Stadium. Colonel (Chaplain) John F. Daniels, Chief of Chaplains for the Air Training Command at Scott Air Force Base, Illinois, will give the invocation and a short address.

Viewers are requested to sit in the west stand in order best to observe the ceremonies.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President November 9, 1955

SPECIAL BULLETIN TO THE FACULTY

AIR FORCE R.O.T.C. APTITUDE AND INTEREST TESTS

One of the prerequisites for admission to the Air Force R.O.T.C. advanced program is successful completion of the "Air Force Officers Qualification Test." Results of this aptitude and interest test are used as an aid in the selection of advanced cadets.

For the first time this year these required tests will be given to all sophomore Air Science cadets. Periods for the tests have been scheduled at times which will conflict with the least number of classes but, if there are conflicts, it will be appreciated if you will ask members of your Department to assist cadets in working them out so they can take the tests.

PLACE: Life Science Building
TIME AND DATES: 12:00 Noon on Friday, November 11
8:00 a.m. on Saturday, November 12

Thank you for your cooperation in this matter.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President November 15, 1955

SPECIAL BULLETIN TO FACULTY AND STAFF

Although the University calendar lists Friday, November 25 as a holiday, this does not apply to personnel on twelve months appointment. This means that all University administrative offices are to be open on Friday and Saturday as usual and with at least a skeleton staff. The dismissal of classes will make it possible for office staffs to catch up with accumulated overtime.

Charles D. Tenney
Vice President

George H. Hand
Vice President

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President November 18, 1954

S P E C I A L B U L L E T I N T O F A C U L T Y A N D S T A F F

Although the University calendar lists Friday, November 26, as a holiday, this does not apply to personnel on twelve months appointment. This means that all University administrative offices are to be open on Friday and Saturday as usual and with at least a skeleton staff. The dismissal of classes will make it possible for office staffs to catch up with accumulated overtime.

Charles D. Tenney
Vice President

George H. Hand
Vice President

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President November 30, 1955

SPECIAL BULLETIN TO THE FACULTY

ADDRESS BY DR. EDWARD O. HULBERT

The following announcement is made at the request of Charles J. Brasefield, professor and chairman of Physics and Astronomy:

"On Friday morning, December 2, at 10 o'clock, Dr. Edward O. Hulburt, Director of Research of the Naval Research Laboratory at Washington, D.C., will deliver a lecture in the University School Auditorium entitled "The International Geophysical Year, 1957-58." Dr. Hulburt will describe some of the geophysical problems which await solution (magnetic storms, aurorae, the Antarctic continent, etc.) and the experiments which are being organized by the many cooperating nations for the purpose of solving these problems.

"Originally, this lecture had been planned for one of the Freshman Assemblies. Accordingly, non-scientists as well as scientists should profit by hearing this distinguished physicist.

"Please notify your staff and your students of this unusual opportunity."

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President

December 5, 1955

SPECIAL BULLETIN TO THE FACULTY

ADDRESS BY DR. FRITS W. WENT

The following announcement is made at the request of the Botany Department:

"On Wednesday evening, December 7, at 8 o'clock, Dr. Frits W. Went, Professor of Plant Physiology at California Institute of Technology, will deliver a lecture in the Studio Theater of University School entitled 'Desert Ecology.'

"Professor Went has had a distinguished career as a plant physiologist, author, and lecturer. He was one of the pioneers in the study of plant growth hormones and in recent years he has been very active in the study of climate as it affects vegetation.

"Professor Went is currently the Sigma Xi lecturer for the central states. His talk will be concerned with the delicate interrelations of plants and climate. It will be of interest to staff members and students regardless of their training.

"Please notify your staff and students of this unusual opportunity."

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President December 7, 1955

SPECIAL BULLETIN TO THE FACULTY AND STAFF

ANNUAL CHRISTMAS ASSEMBLY

The traditional Christmas Assembly will be held on Friday, December 9, at 10 o'clock in Shryock Auditorium. Dr. Morris will read the Biblical Christmas Story and the program will include Christmas music and caroling.

Attention is directed to the fact that the date for this program has been changed from December 8, as previously announced, to December 9.

THE MESSIAH

A part of the Christmas Week Program will be the presentation of The Messiah in Shryock Auditorium at seven-thirty o'clock on Sunday evening, December 11, 1955.

A contribution box will be located in the lobby for the convenience of those who wish to aid the Inter-Faith Council, representative of seven organized religious groups on the campus: Baptist Student Union (Southern Baptist); Canterbury Club (Episcopal); Christian Science Club (Christian Science); Gamma Delta (Lutheran); Newman Club (Roman Catholic); Student Christian Foundation (Interdenominational); and Wesley Foundation (Methodist). All proceeds are used to finance Religion in Life Week, to be held January 29 through February 3, 1956, and to help defray the cost of "Religion in Action", a pamphlet included in packets distributed to all new students.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President January 9, 1956

SPECIAL BULLETIN TO ALL FISCAL OFFICERS

CERTIFYING PAYROLLS

Several times in the past few months, the University has been embarrassed by the certification of payrolls which contain the names of people who are no longer employed by the University. Also, at times we find that employees are certified for more money than is due them which necessitates refunds. Although we realize that you are asked to return certified payrolls promptly, we do want to urge that you check them carefully before certifying them to the Personnel Office.

Charles D. Tenney
Vice President
for Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President January 24, 1956

SPECIAL BULLETIN TO THE FACULTY

FACULTY MEETING

A general meeting of the University Faculty will be held Thursday, February 2, at four o'clock in the University School Auditorium. The report by Professor William J. Tudor which was deferred from the last faculty meeting will be heard. President Morris also wishes to open up a discussion concerning objectives of the University.

INTER-FAITH COUNCIL DINNER

The Inter-Faith Council has issued an invitation to faculty members and their guests to attend a dinner at the University Cafeteria on Wednesday evening, February 1, 1956. Faculty members attending the dinner will meet in the back banquet room at six o'clock for grace and then will go through the line and return to the banquet room.

The speaker for the evening will be the Reverend Paul C. Reinert, President of St. Louis University. Those wishing to attend should notify the Inter-Faith Council, Office of Student Affairs, by January 25, 1956.

THANKS

The following letter has been received by President Morris from Mr. William B. Winstead, Chairman of the United Fund Campaign for Carbondale:

> "We would like to express our appreciation to you and your associates for supporting the United Fund Campaign.
>
> "It might interest you to know that Southern Illinois University has pledged approximately $7500. Without the support of Southern Illinois University in the United Fund Campaign, we would have been unable to have attained our goal.
>
> "Our sincere thanks to you and best wishes for the New Year."

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President

February 9, 1956

SPECIAL BULLETIN TO THE FACULTY

ANNUAL PERSONAL REPORT

The annual report forms for faculty members on continuing appointments are being placed in the mail boxes this week. They should be filled in as described on the forms and returned to the President's Office before February 25, 1956. These forms cover the activities of the calendar year 1955 only.

All members of the faculty-administrative staff on continuing appointments and with the rank of instructor or above should fill out these forms because of their use in evaluations for increases in salary and rank. A statement about the importance and use of these forms appeared in the General Bulletin to the Faculty under date of January 7, 1952. Members of the staff not on continuing appointment may request forms from the President's Office and fill them out at their own option.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President March 16, 1956

SPECIAL BULLETIN TO THE FACULTY

A meeting of interest to the faculty will be held Monday evening, March 19, at 7:30 p.m., in Shryock Auditorium. The Advisory Board of the Illinois Division of Industrial Planning and Development will hold its first public meeting in the State on our campus.

The purpose of this meeting is to give the communities of southern Illinois an opportunity to present their advantages for attracting industries. Governor Stratton feels that this meeting is of so much importance that he plans to attend.

The new Division of Industrial Planning and Development was established by the last legislature to assemble information regarding industrial opportunities of the State and to encourage new industrial enterprises to locate in Illinois. It seems quite significant to us that the Advisory Board would ask Southern Illinois, Inc., and the University to work together in holding a public meeting to take an inventory of the advantages in southern Illinois.

All faculty members are invited to attend this meeting and are urged to invite others they think would be interested. It would be most advantageous to have Shryock Auditorium overflowing that evening.

Charles D. Tenney
Vice-President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President March 27, 1956

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

FRESHMAN ASSEMBLY

Dean C. Horton Talley, director of programs, reminds us that freshman assembly this week will be on Friday morning at 10 o'clock, rather than Thursday as previously announced in the printed program. The same speaker (G. Harrison Orians) will show an Audubon film entitled "By Erie's Changing Shores." Mr. Orians will also appear on Thursday evening at 7:30 in the University School Auditorium under the sponsorship of the Zoology Department.

KEYS TO CAMPUS ROOMS

In the March 5 issue of the General Bulletin to the Faculty, faculty members were reminded that the Physical Plant has the responsibility of providing keys to office and instructional space. It was not pointed out at that time that members of a department should get their keys from the departmental chairman, who will in turn obtain all necessary keys from the Physical Plant and keep a record of their assignment within the department. Chairmen of departments that are assigned new space should turn the keys for the old space in to the Physical Plant office rather than to the department assigned to their former space. The department chairman is responsible for getting the keys from the members of his department before turning them over to the Physical Plant.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President April 16, 1956

SPECIAL BULLETIN TO THE FACULTY AND STAFF

TALK BY PETER VIERECK

Peter Viereck, Pulitzer Prize winning poet and eminent historian, will speak at eight o'clock Tuesday evening, April 17, in the Woody Hall formal lounge. His topic is "The Frontier Behind the Forehead; Conserving Non-Material Values in a Material Age." Faculty members, students, and the general public are invited. No admission fee will be charged. Refreshments will be served following the program.

LOST AND FOUND DEPARTMENT

W. B. Schneider, chairman of the English Department, reports the loss of the following:

Fan, Electric, General Electric, inventory tag #1643
Fan, Electric, General Electric, inventory tag #1644
Fan, Electric, 12 inch, inventory tag #1812
Fan, Electric, 16 inch Pacemaker, inventory tag #1816
Table, plywood top, 24 x 36, inventory tag #24480

Mr. Burnett Shryock, dean of the School of Fine Arts, reports that several music racks have been taken from the stage of Shryock Auditorium.

Orville Alexander, chairman of the Government Department, reports the loss of the following:

Instructor's flat top desk, inventory tag #1973
City government chart, inventory tag #28319

Anyone having knowledge of the whereabouts of any of these items of equipment is asked to notify the person concerned.

PHI KAPPA PHI MEMBERS

The following notice is inserted at the request of Professor W. C. McDaniel:

"The members of the new chapter of Phi Kappa Phi would like to have the names of all faculty members who are either a) members of Phi Kappa Phi who have not yet affiliated with this chapter, or b) members of the former University Honor Society who have not been initiated into Phi Kappa Phi. Faculty members who are in either of the above categories are requested to send their names to A. H. Black of the Department of Mathematics."

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President May 14, 1956

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

UNIVERSITY DAY

All members of the staff are invited and urged to bring their families and friends to the University Day open house on the campus Sunday afternoon, May 20, from 1 to 5 p.m. (Through error, a previous notice stated that the program would begin at 9 a.m.).

Information booths will be located at the Main Gate at University and Grand, Illinois and Grand, Harwood and Illinois, and the President's Office parking lot. Bus tours to the Vocational Technical Institute on the Southern Acres campus and to the new Agriculture building and men's residence halls under construction on Thompson's Point will leave the information booths at regular intervals. There will also be tours of the University farms.

Visitors are invited to inspect the new Library, Life Science Building, Museum, student art exhibit in Allyn Art Building, University School, Woody Hall, etc. It is hoped that faculty members will take advantage of this opportunity to show their friends and neighbors what is going on at Southern.

****

Southern Illinois University Recognition Day will be observed in Carbondale churches on Sunday, May 20. The Carbondale Ministerial Association approved the recognition of faculty, students, and staff members at its meeting last week. The Recognition Day was set for May 20 to tie in with the University Day open house.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President June 11, 1956

SPECIAL

BULLETIN TO THE STAFF

Effective with June 18, 1956, the working hours of the various offices on the campus will be changed to 7:30 A.M. to 4:30 P.M. Monday through Friday and from 8:30 to 12 noon on Saturday. These hours will continue in effect until Monday, September 18, 1956.

Charles D. Tenney
Vice President
for Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President June 12, 1956

SPECIAL BULLETIN TO ALL DEPARTMENTAL FISCAL OFFICERS

Recently you received a statement of policy of Physical Plant charges for special events to be made effective July 1, 1956. This effective date must be postponed indefinitely until the necessary budgetary arrangements can be made. Adequate notice will be given prior to the effective date.

George H. Hand
Vice President
for Business Affairs

Dean T. W. Abbott

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President June 19, 1956

SPECIAL BULLETIN TO THE FACULTY

Summer Coke Hour

Date: Wednesday, June 20, 1956
Time: 9:30 to 11:00 a.m.
Place: West lawn of the President's Home

As a greeting to the summer students and faculty, President and Mrs. Morris are having a "Coke Hour" on the lawn of their home on Wednesday morning from 9:30 to 11:00 a.m. It is suggested that faculty members who will be conducting classes during these periods might give the students a "break" and bring them over for a cold drink.

It will be appreciated if faculty members will announce the "Coke Hour" at their Tuesday afternoon and early Wednesday morning classes.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President June 29, 1956

SPECIAL BULLETIN TO THE FACULTY AND STAFF

POWER CUTOFF

It is necessary that the electricity be shut off for two hours between 8:00 a.m. and 12 Noon on Wednesday, July 4, in order that the new switch gear for the Agriculture building may be connected. If this will handicap your program in any way, please contact the Physical Plant so that they can help work around your needs.

Charles D. Tenney
Vice President
for Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President June 30, 1956

SPECIAL BULLETIN TO THE FACULTY AND STAFF

BUDGET APPROVED

At its June 29, 1956, meeting the Board of Trustees approved the budget and payrolls for 1956-57. We are therefore preparing, checking, and mailing notices of appointment for the new fiscal year which begins July 1, 1956. These will be mailed out in groups as they are conpleted. Since it will take several days to handle them all, please do not phone in if you hear that someone else has received his notice before you receive yours, Such phone calls merely delay the time when all the notices are ready.

Since general salary increases were made at the beginning of the biennium, only a very small number of increases for highly special reasons could be recommended for the second year (1956-57). The Board recognized, however, that there is a new trend toward higher salaries, and agreed that "a first consideration for future bienniums must be the raising of salary levels."

OTHER BOARD ACTIONS

The Board of Trustees also:

(1) Approved acceptance of doctoral candidates in Government and Speech Pathology the fall quarter of 1956, and in Psychology and Education the fall quarter of 1957.

(2) Approved a plan for reorganizing each of the four schools Agriculture, Business, Communications, and Fine Arts during the next two years. (Details will be given in an early General Bulletin.)

(3) Approved the establishment of a School of Home Economics not earlier than July 1, 1957. The interviewing time is to be spent in studying organization, curriculum, and facilities.

(4) Approved the establishment of a Community Development Institute to train professional workers in this field.

Charles D. Tenney
Vice President
for Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President July 12, 1956

SPECIAL BULLETIN TO THE FACULTY

MID-TERM GRADES

The academic deans have prepared the following notice and requested us to circulate it to all faculty members:

"Since the summer term is so short, it is practically impossible to use our usual procedure of getting in touch with students who are doing unsatisfactory work at the mid-term. So instead of having the instructors report them to the dean and the dean follow them up it is suggested that each faculty member notify every student who is making a grade of 'D' or 'E' at the mid-term. Of course, if some of these students should in your opinion see the dean, please feel free to tell them so."

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President

July 16, 1956

SPECIAL BULLETIN TO THE FACULTY

TALK BY R. BUCKMINSTER FULLER

Mr. R. Buckminster Fuller, internationally known designer, will speak Tuesday evening, July 17, at 7:30, in the University School Auditorium. His topic is "Design Science", and he will also show slides of some of the structures he has built within the last ten years.

Members of the staff, their families, and the general public are invited to attend.

DISTRIBUTION OF BUDGET INFORMATION

The usual distribution of pages from the internal budget to our various fiscal officers has been delayed because of the need for studying certain adjustments in it. We now hope to have these pages, together with explanatory materials, in the hands of fiscal officers within the week.

The Business Office and Personnel Office have been asked not to clear requisitions for wages, departmental travel, and other current expenses in excess of one-twelfths of the year's allocations during each of the next few months. Appeals for exceptions to this principle should be cleared in advance through the Assistant Business Manager. During the second year of this biennium, overruns cannot be covered and it is essential that expenditures be so distributed that allocations last for the entire year.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President July 23, 1956

SPECIAL BULLETIN TO THE FACULTY

FINAL EXAMINATION SCHEDULE FOR SUMMER, 1956

Thursday, August 9

7:30 classes	7:30
10:20 classes	10:30
1:10 classes	1:30

Friday, August 10

8:55 classes	7:30
11:45 classes	10:30
2:35 classes	1:30

Examinations will begin at the hours scheduled above and will run for two clock hours, except for classes that meet only one or two hours a week. Examinations for these will begin at the end of the two-hour examinations and will run for one clock hour. This arrangement is necessary to dovetail three, two, and one-hour classes that meet at the same period.

In case more than one class meets in a room, the one meeting three or four days a week should have priority on the room for the final examination. Any instructor without a room for a particular class is requested to check with the Registrar's Office for assignment.

ALL EXAMINATIONS MUST BE GIVEN AT THE TIME SCHEDULED.

A student who for some reason must miss the final examination may not take an examination before the one scheduled for the class. In this case, "W," followed by the tentative grade with an "8" indicating the number of weeks attended, should be recorded by the instructor. The final examination may be given at a later date within one year.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President August 7, 1956

SPECIAL BULLETIN TO THE FACULTY

ANNOUNCEMENT FROM PHYSICAL PLANT

The Physical Plant Department has requested that the following announcement be made:

"It is our present plan to close the boiler down between August 18 and September 3, 1956, for the purpose of repairing and cleaning the boiler house and steam lines on the campus.

"This means that there will be no hot water available in the buildings on the campus during this period and that there should be no meetings scheduled in which housing will be involved because of the lack of hot water for bathing and cooking use in any buildings, except the cafeteria."

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

September 21, 1956

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

NOTICE TO ALL STAFF MEMBERS OF THE SCHOOLS AND COLLEGES

Because books and supplies have sometimes not been immediately available, it has in the past been a fairly widespread practice to take the roll on the first day of class and then dismiss the class for the remainder of the period.

It is hoped that with the new textbook rental system in operation, books will be readily available this year. At all events, the entire class period should be used at the first meeting.

T. W. Abbott
John E. Grinnell
Henry J. Rehn
Burnett H. Shryock
C. Horton Talley
Walter J. Wills

F 3
6

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President September 29, 1956

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

FACULTY MEETING

The first general faculty meeting of the academic year will be held on Thursday, October 4, at 4:00 in the University School Auditorium. President Morris will talk about recent and prospective developments at Southern, and there will be a report on faculty reactions to last year's questionnaire on evaluation of teaching.

LECTURE BY MAJOR de SEVERSKY

A lecture on air power will be given by Major Alexander de Seversky in Shryock Auditorium at ten o'clock Friday morning, October 12. It would be appreciated if any Friday classes held at that hour could be shifted to allow AFROTC students to attend the lecture.

Major de Seversky will also present an address at 8:00 on October 12 in Shryock Auditorium for faculty, students, and the general public.

COMMUNITY CONCERT SERIES

The officers of the Carbondale Community Concert Association have asked that the following announcement be made:

"All new members of the faculty and staff, as well as those who were on leave last year, are eligible to become members of the Carbondale Community Concert Association. Annual dues are $6.00 for adults, $3.00 for students through high school age. Memberships may be obtained from Robert D. Faner, Department of English. No admissions to individual concerts will be available. Concerts for the year have been scheduled as follows:

November 14 . . Eileen Farrell, American dramatic soprano
January 3 . . . Eugene Istomin, American pianist
February 6 . . Minneapolis Symphony, Antal Dorati, conductor
March 13 . . . Leopold Simoneau, Canadian tenor"

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President October 13, 1956

SPECIAL BULLETIN TO THE FACULTY

SOUTHERN DIVISION MEETING OF ILLINOIS EDUCATION ASSOCIATION

In accordance with past practices all campus University classes until 4:00 o'clock in the afternoon will be dismissed on Friday, October 19, 1956 to make way for the annual meeting of the Southern Division of the Illinois Education Association.

Because of the growing size and complexity of the University program, the number of late afternoon, evening, and Saturday classes, and the impossibility of attendance of the meeting by many of our own faculty members and students, the University Council has voted against general dismissal of classes for the Southern Division meeting. The President feels that it is too late to put this policy into effect this year, but an understanding has been reached with officials of the Southern Division that there will be no general dismissal of classes for meetings after this year. Other ways and means of handling this problem are being investigated by the College of Education, the two most difficult being the finding of eating places and parking places by our 3,000 visitors.

The following notice is included at the request of Mr. Elbert Fulkerson, Treasurer of the Southern Division:

"The annual meeting of the Southern Division of the Illinois Education Association will be held on the University campus on Friday, October 19, 1956, from 9:00 A.M. to 4:00 P.M. General sessions will meet in Shryock Auditorium in both the forenoon and afternoon. Section meetings will be held from 11:00 A.M. to 1:30 P.M. in places to be announced later. A social hour will precede the section meetings. Details concerning the entire program will be sent out soon.

"Faculty members may pay their I.E.A. and N.E.A. annual dues in the Bursar's Office at any time within the week of October 15-19, 1956. The amount of I.E.A. dues depends upon annual salary according to the following schedule:

Under $2500	.....	$ 6.00
$2500 - 3999	.....	7.00
4000 - 5499	.....	9.00
5500 - 6499	.....	11.00
6500 - 7499	.....	13.00
7500 - 8499	.....	15.00
8500 - 9499	.....	17.00
9500 and over	.....	19.00

"Beginning on January 1, 1957, members of the I.E.A. will be insured at no additional cost by the Horace Mann Mutual Casualty Company against personal liability cases arising in connection with teaching service. At the time of enrollment, each member will receive a copy of the policy with an attached consent form which he should sign and return with the enrollment cards if the coverage is desired.

"N.E.A. annual dues including a subscription to the Journal are $5.00; including a subscription to the Journal and research bulletins $10.00. Life membership in the N.E.A. may be purchased for $150.00 and paid in ten annual installments of $15.00 each. Faculty members who enroll in the N.E.A. become members of the Association for Higher Education without further payment of dues. A person may enroll in either the I.E.A. or the N.E.A., or in both organizations. Since membership cards need to be filled out in connection with the payment of dues, faculty members are asked to appear at the Bursar's Office in person to enroll rather than send checks by campus mail.

"Persons will be admitted to the general sessions of the annual meeting upon presentation of their I.E.A. membership cards to the ushers.

"It is hoped that a number of faculty members will find it possible to attend the general sessions and any section meetings concerning their special fields of interest."

HOMECOMING SCHEDULE

There will be no dismissal of classes for Homecoming, except for Saturday (October 27) classes which meet on other days of the week. Saturday classes which meet on that day only will be held as usual.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President October 16, 1956

SPECIAL BULLETIN TO THE FACULTY

SOUTHERN DIVISION MEETING OF ILLINOIS EDUCATION ASSCCIATION

In order that our 3,000 guests attending the Friday, October 19, 1956 meeting of the Illinois Education Association's Southern Division will not be greatly inconvenienced, all faculty and staff members are requested to leave their cars at home and walk to the campus that day. I am sure they will join us in deep appreciation of your consideration.

Charles D. Tenney
Vice President for
Instruction

George H. Hand
Vice President for
Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President October 19, 1956

SPECIAL BULLETIN TO THE FACULTY

Vice President Richard M. Nixon is to speak at Shryock Auditorium on Wednesday, October 24, 1956, at 8:15 a.m.

It is expected that this meeting will end before 9:00 a.m.

Eight o'clock classes are to meet, but students are to be excused from class after roll is taken if they wish to attend this meeting.

Delyte W. Morris, President

NOTE:

Existing Board of Trustees' policy is to "allow each political party listed on the State ballot to use the facilities of the campus for not more than two meetings a year, clearing these meetings through their own County Chairman or party officials." (Approved March 27, 1950)

Permissible absence from class for such meetings applies to candidates for President or Vice President of the United States, in accordance with the recommendation of the University Council.

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President October 23, 1956

SPECIAL BULLETIN TO THE FACULTY

SENATOR PAUL H. DOUGLAS WILL SPEAK AT SHRYOCK AUDITORIUM THIS AFTERNOON, TUESDAY, OCTOBER 23, AT 4:00 P.M.

DELYTE W. MORRIS
PRESIDENT

Note: Existing Board of Trustees' policy is to "allow each political party listed on the State ballot to use the facilities of the campus for not more than two meetings a year, clearing these meetings through their own County Chairman or party officials." (Approved March 27, 1950)

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President November 16, 1956

SPECIAL BULLETIN TO FACULTY AND STAFF

Although the University calendar lists Friday, November 23 as a holiday, this does not apply to personnel on twelve months appointment. This means that all University administrative offices are to be open on Friday and Saturday as usual and with at least a skeleton staff. The dismissal of classes will make it possible for office staffs to catch up with accumulated overtime.

Charles D. Tenney
Vice President

George H. Hand
Vice President

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President
for Operations

November 30, 1961

SPECIAL BULLETIN TO ALL FISCAL OFFICERS

It has come to our attention that some of the organizational units have been lax in submitting the Time and Attendance Reports for Student Workers. This report must be submitted monthly to the Personnel Office along with the Payroll Certification sheet. The form used for the report is a three-part form that provides a copy for your files, one for the Student Work Office, and a copy for the Personnel Office.

Much of the problem seems to occur in those units where the student workers have a minimum of faculty supervision. It is the responsibility of the Fiscal Officer to see that the daily record of the hours worked by each student is kept and that the monthly report is properly submitted. I should like to emphasize the importance of this report both for University operational matters and for the presentation of this information to the external auditors and others who may be entitled to it.

If you need a supply of the Time and Attendance Report forms, or if you want detailed information concerning the procedure for making the report, please contact the Student Work Office, telephone GL 3-2388 or 3-2389. A member of the Student Work Office staff will be glad to personally assist you with any problem you may have.

John E. Grinnell
Vice President for
Operations

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President November 28, 1956

SPECIAL BULLETIN TO THE FACULTY

FINAL EXAMINATION SCHEDULE FOR FALL, 1956

Examination Schedule for Day Classes

Wednesday, December 12

4 o'clock classes	4:00

Thursday, December 13

8 o'clock classes (except 3-hour classes which meet one of the class sessions on Saturday)	8:00
English 101	11:00
1 o'clock classes	1:00
Chemistry 111	4:00

Friday, December 14

9 o'clock classes (except 3-hour classes which meet one of the class sessions on Saturday)	8:00
Mathematics 106 and 111	11:00
2 o'clock classes	1:00
Women's Freshman Physical Education and Air Science 101 and 201	4:00

Saturday, December 15

8 o'clock 3-hour classes which meet one of the class sessions on Saturday	8:00
9 o'clock 3-hour classes which meet one of the class sessions on Saturday	10:00
11 o'clock 3-hour classes which meet one of the class sessions on Saturday	1:00

Monday, December 17

11 o'clock classes (except 3-hour classes which meet one of the class sessions on Saturday)	8:00
History 101 and 201	11:00
10 o'clock classes	1:00
Speech 101	3:00
Men's Physical Education 149 and 151	4:00

Tuesday, December 18

3 o'clock classes	8:00
Industrial Education 101	11:00
12 o'clock classes	1:00

Examination will begin at the hours scheduled and will run for one hour and fifty minutes except for classes which meet only one or two hours a week. Examinations for these classes will begin on the hour at the end of the two-hour examination and will run for fifty minutes.

Examination Schedule for Evening Classes

Monday, December 10

Classes which meet only on Monday night. Examinations will start at same times as the class sessions ordinarily start.

Tuesday, December 11

Classes which meet only on Tuesday night. Examinations will start at same times as the class sessions ordinarily start.

Wednesday, December 12

Classes which meet only on Wednesday night. Examinations will start at same times as the class sessions ordinarily start.

Thursday, December 13

Five-hour classes which meet during the second period (7:35-9:00 p.m.) on Monday, Wednesday, and Thursday 6:00
Classes which meet only on Thursday night. Examinations will start at same times as the class sessions ordinarily start.

Friday, December 14

Four, three, two, and one-hour classes which meet during the first period (6:00-7:25 p.m.) on Tuesday and/or Friday 6:00
Four, three, two, and one-hour classes which meet during the second period (7:35-9:00 p.m.) on Tuesday and/or Friday 8:00
Classes which meet only on Friday night. Examinations will start at same times as the class sessions ordinarily start.

Monday, December 17

Five-hour classes which meet during the first period (6:00-7:25 p.m.) on Monday, Wednesday, and Thursday 6:00
Four, three, two, and one-hour classes which meet during the first period (6:00-7:25 p.m.) on Monday and/or Thursday 6:00
Four, three, two, and one-hour classes which meet during the second period (7:35-9:00 p.m.) on Monday and/or Thursday 8:00

A special note needs to be made relative to examinations for evening sections for those 100 and 200-level classes which have been granted a special time for examining all sections. As some students attending at night may not be able to attend the examination period scheduled for the daytime, such sections should hold their examinations at night at the times outlined above.

General Examination Information

A student who, for some reason, must miss the final examination may not take an examination before the one scheduled for the class. In this case, "W," followed by the tentative grade with a "12" indicating the number of weeks attended, should be recorded by the instructor. The final examination may be given at a later date, within one year.

LOST - - FOUND?

Notices have been received regarding the following items of equipment missing from departmental inventories. Information concerning any of these items may be given to the individual departments at the extensions listed:

Department	Item	Inventory Tag No.
Physics C. J. Brasefield Extension 247	Microscope, Serial No. 266686	4568
	Portable Projection Screen, Dalite transmission type	7764
Bursar Thomas J. Watson Extension 208	Numbering Machine	81
	Numbering Machine	15057
Mathematics W. C. McDaniel Extension 233	Bookrack, three section	35044
Cooperative Fisheries William M. Lewis Extension 217	Glavanized scullery tank, 2' x 2' x 4'	14142
Microbiology C. C. Lindegren Extension 260	Illuminator Nicholas, 31 33 52 01	9159
Student Union Elizabeth A. Greenleaf Extension 4211	Light Trough	9014
	Lounge Chairs, upholstered	9860, 9861
	Checkerboard folding steel tables	688, 689
	Round steel bridge table, red leather	9863
	R.C.A. table radio	10755
	Leather folding chairs, red and green	11714, 11717, 20083, 28269, 28275
	Folding card tables, green and beige	28267, 28268, 19322
	Plastic lounge chairs, yellow	16781, 27457
	Metal coat rack	14504
	Plastic chrome arm chairs, red	725, 729
	Table lamp	703
	Study tables, light wood	733, 735
Guidance & Special Education E. D. Fitzpatrick Extension 271	Kymograph	978

Home Economics Eileen E. Quigley Extension 234	Arm chairs, limed oak, plastic seat	11520, 11521, 11522 11523, 11524, 11525
	Table, limed oak, 48"	11519
	Desk, flat top, six-drawer	3894
	Range, electric, 2 utility size	4470
Physical Education Edward J. Shea Extension 237	Underwood typewriter, serial #3577951	9030
Child Guidance Clinic Ivan L. Russell Extension 381	Timer, or stop watch	15781
Speech Department Archibald McLeod Extension 350	Spotlight, on stand	7509
	Spotlight, on stand	7508
Psychology Noble H. Kelley Extension 285	Fan, 16" GE oscillating	24488
	Electric stopclock, C. H. Stoelting, 1/100 second, 60 seconds	28291
Health Service Richard V. Lee Extension 306	Fan, 16" Emerson	346
Auxiliary Enterprises Paul W. Isbell Extension 4511	Woodstock typewriter, Model RKS 26302E	14672
Business Administration Henry J. Rehn Extension 293	Remington typewriter, KMC 11", JD 1199390	856
	Remington typewriter, EZ 633242 J	14386
	Royal typewriter, 4571887	12342
	Royal typewriter, 4574982	12345
	Royal typewriter, 5460835, 11"	27233
	Royal typewriter, 5462092, 11"	27235
	Burroughs adding machine, A505944	3419
	Remington adding machine, 552265	3789
	National Cash Register adding machine, 9H309735	11970
	Burroughs adding machine, B144191	14496
	Marchant calculator, 8SD 314788	9318
	Arctic Aire electric fans, 16"	1914, 1915
	Emerson electric fan, 16"	3388
	Clock, electric classroom, 12"	10018
	Desk lamp, Dazor, bronze	16027
	Desk lamp, Dazor, bronze port.	26833
	B. of England chair	860
	Desks	3718, 3732, 3734
	Chair	3776
	Stop watch	3780
Foreign Languages Vera L. Peacock Extension 390	DeLuxe electric fan, 12"	2168

Physical Education Dorothy Davies Extension 239	Portable blackboard	461
Area Services William J. Tudor Extension 4811	End table	5862
	Window fan, Baldor, Model PsD	19131
Art R. W. McMillan Extension 235	Stand, taboret, unfinished wood	3252, 3554
	Motor, Wagner	3259
	Tool kit, Electro Casco	3286
	Tools, modeling	3288
	Lamps, desk, adjustable, clamp-on	3292, 3297, 3299 3300, 3301, 3466 3467, 3468, 3469 3470, 3471, 3472 3473, 3474, 18250
	Furnace, Hostkins, Er. #22576, type FHS304	3483
	Loom, No. 750, ser. #80 483	3537
	Trunk, plywood, 2 x 2 x 6	4231
	Pencils, drawing	4232, 4333
	Camera, Duophoto Economy, 9" x 4"	4251
	Brush, type GPRT, Flock Air	4261
	Seat Dettmar easels	3569, 3570 3571, 3574
	Projector, lantern slide, Keystone 112812	3583
	Adapter, N. 2301, for 35MM	3612
	Mirror, beveled plate glass 30 x 30	4220
	Cabinet, Artists gold finish	4242
	Counter, 20" x 16' x 2½'	4255

NOTICE

The following notice is inserted at the request of Mr. W. C. McDaniel:

All new faculty members who are members of Phi Kappa Phi are requested to notify Dr. Amos Black, secretary of the local chapter, of that fact.

The fall initiation of Phi Kappa Phi will be held in the Library Auditorium at 6 p.m. on December 4. The chapter invites faculty members to attend. There will also be a limited number of extra places available at the banquet to be held in the Cafeteria at 6:30 p.m. Dr. Henry N. Wieman will speak at the banquet. Get in touch with Dr. Amos Black before December 1, for banquet reservations.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President December 7, 1956

SPECIAL BULLETIN TO THE FACULTY

CHANGE IN DATE FOR FRESHMAN ASSEMBLY

Freshman Assembly next week will be held on December 10 for a special performance of "The Messiah." Classes normally meeting on Monday at 10 o'clock will meet on Thursday at 10 o'clock.

ANNUAL PERSONAL REPORT

The annual report forms for faculty members on continuing appointments are being placed in the mail boxes next week. They should be filled in as described on the forms and returned to the President's Office before January 15, 1957. These forms cover the activities of the calendar year 1956 only.

All members of the faculty-administrative staff on continuing appointments and with the rank of instructor or above should fill out these forms because of their use in evaluations for increases in salary and rank. A statement about the importance and use of these forms appeared in the General Bulletin to the Faculty under date of January 7, 1952. Members of the staff not on continuing appointment may request forms from the President's Office and fill them out at their own option.

SOUTHERN ILLINOIS UNIVERSITY
LIBRARIES-CARBONDALE
RECEIVED
DEC 10 1956
SERIALS DIVISION

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President January 3, 1957

SPECIAL BULLETIN TO THE FACULTY

ADDRESS BY DR. HEINZ RUDOLPH

Dr. Heinz Rudolph, Minister of Labor, Health and Social Affairs for Lower Saxony and a member of the West German Federal Council, is to present an address at 10 o'clock on Friday morning, January 4, 1957, in the University School Auditorium. The subject of his address is "Germany's Contribution to the European Idea." Members of the faculty, students, and the general public are invited to attend.

Dr. Rudolph is in the United States as a participant in the foreign leader program of the International Education Exchange Service of the Department of State.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President January 31, 1957

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

POWER CUTOFF

It is necessary that the electricity be shut off for one hour between 9:00 a.m. and 10:00 a.m. on Sunday, February 3. If this will handicap your program in any way, please contact the Physical Plant so that they can help work around your needs.

Charles D. Tenney
Vice President
for Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President February 14, 1957

SPECIAL BULLETIN TO THE FACULTY

SABBATICAL LEAVE APPLICATIONS FOR 1957-1958

Any members of the Faculty-Administrative staff eligible for sabbatical leaves and wishing to take them next year should submit applications not later than March 1, 1957. The policy concerning sabbatical leaves is outlined in the By-Laws and Statutes of the Board of Trustees, Part IV, Article VI, Section 4. Application forms may be obtained from the President's Office.

CLOSING TIME FOR UNIVERSITY BUILDINGS

The following announcement is made at the request of Professor George H. Hand, Vice-President for Business Affairs:

"In order to enable the custodial staff to have the buildings cleaned for the next day's activities and to give maximum security for equipment and other state property, it is necessary to request all students to leave University buildings at 10:00 p.m., except students with permits signed by their department chairmen. Although it would be helpful for faculty and staff members to leave the buildings by 10:00 p.m., they will not be requested to leave, but should carry their staff identification cards in case they are not known to the custodial or police staff. It is necessary to keep all unauthorized people out of our buildings late at night to keep down the theft of University property. In order to provide study facilities for students who have been using rooms all over the campus for this purpose, the General Library will be open until 11:30 p.m. Monday through Thursday. All buildings will be locked at 10:30 p.m. unless special provisions have been made. Permits may be issued to students for a period of time not to exceed one week."

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President February 26, 1957

SPECIAL BULLETIN TO THE FACULTY

FINAL EXAMINATION SCHEDULE FOR WINTER, 1957

Examination Schedule for Day Classes

Thursday, March 14

3 o'clock classes	8:00
English 101 and 102	11:00
12 o'clock classes	1:30
Men's Physical Education courses 149, 152, 249, and all sections of Physical Education 254, both men and women	4:30

Friday, March 15

8 o'clock classes (except 3-hour classes which meet one of the class sessions on Saturday)	8:00
History 102 and 202	11:00
1 o'clock classes	1:30
Speech 101	4:30

Saturday, March 16

8 o'clock 3-hour classes which meet one of the class sessions on Saturday	8:00
9 o'clock 3-hour classes which meet one of the class sessions on Saturday	10:00
11 o'clock 3-hour classes which meet one of the class sessions on Saturday	1:00

Monday, March 18

9 o'clock classes (except 3-hour classes which meet one of the class sessions on Saturday)	8:00
Chemistry 111 and 112	11:00
2 o'clock classes	1:30
Women's Freshman Physical Education and Air Science 102 and 202	4:30

Tuesday, March 19

11 o'clock classes except 3-hour classes which meet one of the class sessions on Saturday)	8:00
4 o'clock classes	11:00
10 o'clock classes	2:00

SOUTHERN ILLINOIS UNIVERSITY
LIBRARIES CARBONDALE
RECEIVED
FEB 7 1957
SERIALS DIVISION

Examination Schedule for Evening Classes

Wednesday, March 13

Classes which meet only on Wednesday night. Examinations will start at same times as the class sessions ordinarily start.

Thursday, March 14

Five-hour classes which meet during the first period (6:00-7:25 p.m.) on Monday, Wednesday, and Thursday 6:00
Classes which meet only on Thursday night. Examinations will start at same times as the class sessions ordinarily start.

Friday, March 15

Four, three, two, and one-hour classes which meet during the first period (6:00-7:25 p.m.) on Tuesday and/or Friday 6:00
Four, three, two, and one-hour classes which meet during the second period (7:35-9:00 p.m.) on Tuesday and/or Friday 8:00
Classes which meet only on Friday night. Examinations will start at same times as the class sessions ordinarily start.

Monday, March 18

Five-hour classes which meet during the second period (7:35-9:00) on Monday, Wednesday, and Thursday 6:00
Four, three, two, and one-hour classes which meet during the first period (6:00-7:25 p.m.) on Monday and/or Thursday 6:00
Four, three, two, and one-hour classes which meet during the second period (7:35-9:00 p.m.) on Monday and/or Thursday 8:00
Classes which meet only on Monday night. Examinations will start at same times as the class sessions ordinarily start.

Tuesday, March 19

Classes which meet only on Tuesday night. Examinations will start at same times as the class sessions ordinarily start.

. . . . . .

A special note needs to be made relative to examinations for evening sections for those 100 and 200-level classes which have been granted a special time for examining all sections. As some students attending at night may not be able to attend the special examination period scheduled for the daytime, each department involved will have to arrange special examination periods for such students. This problem involves those night students who are fully employed during the day and who are taking night courses because it is the only time they are able to do so.

General Examination Information

Examinations will begin at the hours scheduled and will run for one hour and fifty minutes except for classes which meet only one or two hours a week. Examinations for those classes will begin on the hour or the half hour, as the case may be, and will run for fifty minutes.

The final examination schedule attempts to avoid examination conflicts. Some are unavoidable. Whenever a student finds he has two examinations scheduled at one time, the examination for the course carrying the larger number of credit hours shall have precedence over the examination for the course having the fewer number of credit hours. This means that the instructor of the course having the fewer number of credit hours will have to arrange an examination time for the student, or students, having the conflict.

A student who must miss the final examination may not take an examination before the time scheduled for the class examination. In this case, "W" followed by the tentative grade with a "12" indicating the number of weeks attended, should be recorded by the instructor. The final examination may be given at a later date. A "W" grade must be completed within one year of the end of the term involved; otherwise it must remain as an incomplete grade.

LOST - - FOUND?

Notices have been received regarding the following items of equipment missing from departmental inventories. Information concerning any of these items may be given to the individual departments at the extensions listed:

Department	Item	Inventory Tag No.
College of Education John E. Grinnell Extension 4361	Bank of England executive chair Metal folding chairs	906 21521, 21532
Office of Student Affairs I. Clark Davis Extension 4211	Walnut folding chair, chartreuse leather upholstery Westinghouse electric fan, 10" Steel file cabinet, 4 drawer	15966 7808 304
Psychology Noble H. Kelley Extension 285	Brenet Timer (stop watch)	16434
Education Department F. G. Warren Extension 270	Electric fan, 16" Steel file cabinet, 4 drawer	4983 5068
Technical & Adult Education James E. Tooley Extension 284	Student table lamp, faries Chairs, eames, tweed, black legs	701 26144, 26145

Department	Item	Inventory Tag No.
Home Economics Eileen E. Quigley Extension 234	Secretarial desk, 32" x 42", drop head	3858
	Hunter electric fan, 16"	3870
	G.E. electric fan	4290
	Sparton electric fan, 10"	9018
	Mirror, center 18"x54", 2 wings	3884
	Tables, school brown	4390, 4391, 4392
	Steel filing case	5895
	Oak bookcase, 3 shelves	11582
	Westinghouse steam-dry iron	26299
English W. B. Schneider Extension 232	G.E. electric fan	1814
	G.E. electric fan	1815
	Swivel chairs, executive, oak	1646, 1648
Telephone Exchange Earl Morgan Extension 4511	G.E. electric fan, 12"	12155
Chief Accountant W. E. Buffum Extension 4161	Marker, electric, Burgess with points	9065

Charles D. Tenney
Vice President for
Instruction

Miss Heucke

April 26, 1957

To: Library Staff

From: Hospitality Committee

Following are the results of the questionnaire which was submitted to you April 22, 1957.

1. Do you favor continuing our present policy of maintaining this fund for the staff lounge for staff activities, and for a flower fund?

   Yes 30

   No 6

Since this indicates a substantial majority are in favor of continuing our present policy, your contribution of One Dollar ($1.00) will now be accepted by Flora A. Breniman who replaces Grace Weshinskey as Secretary-Treasurer of the Hospitality Committee. Collection of this fund will be on an annual basis unless the fund is depleted and in that event a new collection will be necessary. It will be appreciated if you will make your contribution as soon as possible.

SOUTHERN ILLINOIS UNIVERSITY
LIBRARIES-CARBONDALE
RECEIVED

MAY 8 1957

SERIALS DIVISION

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President April 29, 1957

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

AIR FORCE R.O.T.C. REVIEW

All faculty members, staff, and students are cordially invited to attend the Inspection Review of the R.O.T.C. Detachment at 10 o'clock on Tuesday, April 30, in McAndrew Stadium.

The Cadet Wing Commander will review the parade with the Federal Inspection Team from Headquarters Air Force R.O.T.C.

(In case of rain, a program will be conducted in Shryock Auditorium).

George H. Hand
Vice President for
Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President May 13, 1957

SPECIAL BULLETIN TO ALL DEPARTMENTAL FISCAL OFFICERS

REQUISITION DEADLINE

As you are no doubt aware, our present biennium ends on June 30, 1957. All Purchase Orders, Contracts, etc., which are to be charged against the appropriations of the 69th G.A., must be dated not later than June 30, 1957.

In order for the Purchasing Office to have sufficient time to process requisitions, collect bids, and issue Purchase Orders, all Purchase Requisitions which are chargeable to this biennium must be received by the Purchasing Office not later than June 15, 1957. Only requisitions for definite emergencies approved by the Acting Assistant Business Manager will be accepted after that date.

All Stores Requisitions which are to be charged to the present departmental appropriations must be received by General Stores not later than noon Wednesday, June 26, 1957.

George H. Hand
Vice President
for Business Affairs

Secretary of the University Fa

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President

May 14, 1957

SPECIAL BULLETIN TO THE FACULTY

HONORS DAY ASSEMBLY

The annual scholastic Honors Day convocation will be held at 10:00 o'clock, Thursday morning, May 16, 1957, in Shryock Auditorium.

The Student Council and the Convocations Committee have planned this program to recognize those students who have earned special academic awards, grants, prizes, and scholarships as well as those students who have high academic averages.

The Honors Day address will be given by Dr. David T. Kenney, Associate Professor of Government.

Department heads are requested to designate one or more representatives to appear in academic dress and to participate in the procession. (Any other faculty members are welcome to participate).

The procession will form at 9:50 a.m. in the crosshalls of Old Main.

Students participating in the assembly program may ask to be excused from classes shortly before the program begins.

Both 10:00 a.m. and 11:00 a.m. classes will be dismissed on May 16 so that faculty members and students can attend the Honors Day assembly and the reception following it in the Formal Lounge at Woody Hall.

George H. Hand
Vice President for
Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
LIBRARIES-CARBONDALE

MAY 17 1957

SERIALS DIVISION

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President May 15, 1957

SPECIAL BULLETIN TO THE FACULTY

A.F.R.O.T.C. AWARDS CEREMONY

This year the Air Force Reserve Officers Training Corps Awards Ceremony will be held in Shryock Auditorium at 10:00 a.m., Tuesday, May 21.

The program featuring announcment of distinguished cadets, presentation of medals, trophies, special awards and the Civic Unit Citation will include music by the S. I. U. Cadet Band, the Singing Squadron, and the Angelaires.

A highlight of the occasion will be an address by Chief of Chaplains (Major General) Charles I. Carpenter, who is flying from Washington, D. C., to Southern Illinois Airport to honor the program.

This promises to be a noteworthy as well as enjoyable program to which all members of the faculty are especially invited.

SOUTHERN ILLINOIS UNIVERSITY LIBRARIES-CARBONDALE
RECEIVED
MAY 27 1957
SERIALS DIVISION

FINAL EXAMINATION SCHEDULE FOR SPRING, 1957

Examination Schedule for Day-Time Classes

Thursday, June 6

4 o'clock classes 4:00

Friday, June 7

11 o'clock classes except 3-hour classes which meet one of the class sessions on Saturday. 8:00
English 103 . . . . . 11:00
12 o'clock classes. 1:30
Air Science 103 and 203 and Women's Physical Education 254. . . . . 4:30

Saturday, June 8

8 o'clock 3-hour classes which meet one of the class sessions on Saturday . . . 8:00
9 o'clock 3-hour classes which meet one of the class sessions on Saturday . . . 10:00
11 o'clock 3-hour classes which meet one of the class sessions on Saturday. . . 1:00

Monday, June 10

3 o'clock classes 8:00
History 103 and 202 . . . . . 11:00
10 o'clock classes. 1:30
Chemistry 112 and 113 . . . . . 3:30

Tuesday, June 11

8 o'clock classes 8:00
Government 101. . . . . 11:00
1 o'clock classes 1:30
Speech 101. . . . . 4:30

Wednesday, June 12

9 o'clock classes 8:00
Accounting 253. . . . . 11:00
2 o'clock classes 1:30

Examination Schedule for Evening Classes

Wednesday, June 5

Classes which meet only on Wednesday night. Examinations will start at same times as the class sessions ordinarily start.

Thursday, June 6

Classes which meet only on Thursday night. Examinations will start at same times as the class sessions ordinarily start.

Friday, June 7

Four, three, two, and one-hour classes which meet during the first period (6:00 - 7:25 p.m.) on Tuesday and/or Friday. 6:00
Four, three, two, and one-hour classes which meet during the second period (7:35 - 9:00 p.m.) on Tuesday and/or Friday. 8:00
Classes which meet only on Friday night. Examinations will start at same times as the class sessions ordinarily start.

Monday, June 10

Five-hour classes which meet during the first period (6:00 - 7:25 p.m.) on Monday, Wednesday, and Thursday. 6:00
Five-hour classes which meet during the second period (7:35 - 9:00 p.m.) on Monday, Wednesday, and Thursday 8:00
Classes which meet only on Monday night. Examinations will start at same times as the class sessions ordinarily start.

Tuesday, June 11

Four, three, two, and one-hour classes which meet during the first period (6:00 - 7:25 p.m.) on Monday and/or Thursday. 6:00
Four, three, two, and one-hour classes which meet during the second period (7:35 - 9:00 p.m.) on Monday and/or Thursday 8:00
Classes which meet only on Tuesday night. Examinations will start at same times as the class sessions ordinarily start.

A special note needs to be made relative to examinations for evening sections for those 100 and 200-level classes which have been granted a special time for examining all sections. As some students attending at night may not be able to attend the special examination period scheduled for the daytime, each department involved will have to arrange special examination periods for such students. This problem involves those night students who are fully employed during the day and who are taking night courses because it is the only time they are able to do so.

General Examination Information

Examinations will begin at the hours scheduled and will run for one hour and fifty minutes except for classes which meet only one or two hours a week. Examinations for those classes will begin on the hour or the half hour, as the case may be, and will run for fifty minutes.

The final examination schedule attempts to avoid examination conflicts. Some are unavoidable. Whenever a student finds he has two examinations scheduled at one time, the examination for the course carrying the larger number of credit hours shall have precedence over the examination for the course having the fewer number of credit hours. This means that the instructor of the course having the fewer number of credit hours will have to arrange an examination time for the student, or students, having the conflict.

A student who must miss the final examination may not take an examination before the time scheduled for the class examination. In this case, "W" followed by the tentative grade with a "12" indicating the number of weeks attended, should be recorded by the instructor. The final examination may be given at a later date. A "W" grade must be completed within one year of the end of the term involved; otherwise it must remain as an incomplete grade.

INTRAMURAL MAIL

Some time ago the University provided lined brown envelopes for on-campus mailing. More and more departments are using expensive white envelopes which can be used but once instead of using these lined envelopes which can be used many times. This is a reminder to all offices to use these brown lined envelopes for intramural mail on campus.

REMINDER TO FACULTY ON SMOKING REGULATIONS

In spite of the fact that smoking is absolutely prohibited in classrooms, some faculty members and their students are continuing to do it. As per the Faculty Handbook, page 65, "Smoking in buildings on the campus is limited for the most part to offices, to the entrance or foyer areas of the buildings, and to the lounges." It can be assumed that there is to be no smoking where sand urns and/or ash trays are not provided.

LOST ITEMS

Notices have been received regarding the following items of equipment missing from departmental inventories. Information concerning any of these items may be given to the individual departments at the extensions listed:

Department	Item	Inventory Tag No.
Government Mrs. Linda Schaeffer Extension 236	Adding machine, Remington Rand, 10-key, serial number 1227218	32484
Chautauqua Street Housing Carlton F. Rasche Extension 4511	Wheelbarrow	9546
	Lamp, table, brass	24915
	Fire Extinguisher, serial number F922204	34009
Auxiliary & Service Enterprises Paul W. Isbell Extension 4511	Desk, student	3804
Men's Residence Barracks Jack C. Buckle Extension 4211	Fire extinguishers (acid)	19271, 19272, 19273 19274 and 19275
	Table, plywood, 30x36x40	21731
	Stool, wood, 18 inches high	21737, 21738, 21743 21746 and 21748
	Chairs, maple, plastic upholstery	14291 and 14293
	Chairs, straight back	13421 and 13416
	Lamp, table, tripod, 21" high	16655
	First aid cabinet	15953
Anthony Hall	Ironing board, metal	33540
	Fan, electric, ventilating, Emerson	5247
	Settee, tubular frame, red upholstery	3942
	Chair, wing, loose cushion, gold plush upholstery	5120
	Chair, lounge, mahogany	5225
	Chair, green upholstery, with cover	5229
	Chest, red maple, 19x36x37, 4 drawer	5280
	Beds, double deck	5309 and 5348
	Chairs, lounge, birch frame	5363 and 5710
	Chest, maple, 19x36x39, 4 drawer	5621
	Bed, double bunk, Fin. 400	5960
	Settee	5959
	Chairs, easy, metal glider	5976, 5977, 5978, 5975
	5 Cart, laundry, tub, aluminum frame, 4 caster	29491
	Fan, electric, floor	12178
	Fan, electric, 12" Westinghouse	6092
	Cabinet, storage, metal, white	6108
	Rugs, broadloom, 9x12, Beaver Taupe	5882 and 5885

Physical Education - Women Dorothy Davies Extension 239	Stopwatch, ten second dial	330-33
Physics C. J. Brasefield Extension 247	Exposure meter No. C85936	7883
	Drill, electric portable No. 230117	8183
	Vacuum tube voltmeter, Heathkit type	37463
Physical Education - Men Edward J. Shea Extension 304	Blackboard 4D	4691
	Cabinet file, letter, steel, 4 Drawer	4707
	Chair, swivel, Walnut	4729
	Chair, posture, steel	4731
	Cabinet, storage, double door	5162
	Typewriter, Underwood 3577951 11	9030
	Typewriter, Royal 13", Ser. 4997057	16467
	Cabinet file box, slide 2 x 2	9035
	Chairs, posture, oak	9272 and 9398
	Tables, compact folding, 41" x 26"	9399 and 9400
	Adding machine, Remington, 71707991	9542
	Table, folding, 30 x 90	16005
	Book, Prin. & Pract. of Rehab., Kessler	16606
	Watch, stop timer, 7 jewel	24586
	Watch, stop timer, 7 jewel	24588

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President May 20, 1957

MEMO TO: The Faculty

FROM: Delyte W. Morris, President

RE: LEGISLATIVE PROGRAM OF SOUTHERN ILLINOIS UNIVERSITY

Following is a summary of legislation which affects the University and its present status.

Senate Bill 5 - Repeals the prohibition against Southern Illinois University offering courses culminating in a degree of engineering.

Status: Introduced January 9. A hearing was held in the Senate Committee on Education on Thursday, April 25, with action on the bill being delayed for one week to give the opponents time to be heard. Second and third hearings on May 1 and 8 resulted in tie votes. The manner of future consideration is uncertain.

Senate Bill 6 - Deficiency appropriation of $400,000.

Status: This bill has passed both the House and the Senate and has been approved by the Governor.

Senate Bills 124 and 125 - These are companion bills which provide that the University may pledge student tuition fees for the retirement of revenue bonds.

Status: These bills have both been approved by the Governor and will become effective July 1, 1957.

Senate Bill 199 - This bill authorizes the public referendum for building bonds in the amount of $248,000,000. Southern Illinois University's share of this amount is $41,000,000.

Status: This bill has been passed by both houses and awaits the Governor's approval, which appears to be a foregone conclusion since it was introduced at his request.

Senate Bill 413 - Transfers land to Southern Illinois University from the Department of Public Health. (The south 200 feet of land of the Public Health Lab.)

Status: It has been approved by the Senate and will be heard in the House Committee on Education May 22.

House Bill 407 - This bill authorizes insurance companies to invest in bonds issued by the Board of Trustees of Southern Illinois University and the Southern Illinois University Foundation.

Status: It has passed the House and is in the Senate Committee on Insurance.

House Bill 467 - An amendment to the teachers scholarship law providing for more strict adherence to teacher education program by scholarship recipients.

Status: It has passed the House and is now in the Senate Committee on Education.

Senate Bill 502 - This bill appropriates $22,902,139 to the Board of Trustees of Southern Illinois University from July 1, 1957, to June 30, 1959. (This does not include amounts for capital improvements, which will be the subject of another bill.)

Status: It was reported out of the Senate Committee on Appropriations on May 15 with a unanimous recommendation of "do pass." It should pass the Senate during the current legislative week.

Senate Bill 547 - Creates an Illinois Commission on Higher Education which is to serve as an advisory board to the Governor and the General Assembly on the problems of higher education in the state, i.e., comments upon the budget requests of the various schools, recommends methods of financing the costs of higher education, investigates programs of the various schools.

Status: It has been favorably reported out of the Senate Committee on Education and is now in the Senate Committee on Appropriations since it contains an appropriation for the Commission.

House Bill 707 - Amendment to the University Retirement Act providing for survivors benefits with contributions of 1% of earnings and increasing the maximum retirement benefits to 70% of final earnings, or $7200.00, in lieu of the present 60%, or $4500.00.

Status: It has been favorably reported out by the House Committee on Pension and Personnel and the House Committee on Appropriations where it was amended.

Senate Bill 726 - Appropriates $6,000,000 to the Board of Trustees of Southern Illinois University for capital improvements and additions.

Status: It was introduced May 14 and is scheduled for a hearing May 22 in the Senate Committee on Appropriations.

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President June 10, 1957

SPECIAL BULLETIN TO THE FACULTY

ELECTRICAL SERVICE INTERRUPTION

It is proposed to have an interruption of the electrical service to Old Main, Gymnasium, Altgeld, and Wheeler Hall on Thursday, Friday, and Saturday, June 13, 14, 15, 1957. These four buildings will be completely without electrical service for the three days indicated. The other buildings in the main quadrangle will have the electrical service interrupted at the beginning and closing of each day's work for a period of about fifteen minutes each time. No other buildings on the campus will be affected. It is planned to turn the electricity back on, on a temporary basis, by dark each night.

George H. Hand
Vice President for
Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President June 14, 1957

S P E C I A L

BULLETIN TO THE STAFF

Effective with June 17, 1956, the working hours of the various offices on the campus will be changed to 7:30 A.M. to 4:30 P.M. Monday through Friday and from 8:30 to 12 noon on Saturday. These hours will continue in effect until Monday, September 16, 1957.

Charles D. Tenney
Vice President
for Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President June 14, 1957

MEMO TO: The Faculty

FROM: Delyte W. Morris, President

RE: LEGISLATIVE PROGRAM OF SOUTHERN ILLINOIS UNIVERSITY

Following is a summary of legislation which affects the University and its present status.

Senate Bill 5 - Repeals the prohibition against Southern Illinois University offering courses culminating in a degree of engineering.

Status: It was defeated in the Senate Committee on Education on Wednesday, June 5, by a vote of nine to five. The bill is dead for this session of the legislature.

Senate Bill 6 - Deficiency appropriation of $400,000.

Status: This bill has passed both the House and the Senate and has been approved by the Governor.

Senate Bills 124 and 125 - These are companion bills which provide that the University may pledge student tuition fees for the retirement of revenue bonds.

Status: These bills have both been approved by the Governor and will become effective July 1, 1957.

Senate Bill 199 - This bill authorizes the public referendum for building bonds in the amount of $248,000,000. Southern Illinois University's share of this amount is $41,000,000.

Status: This bill has been approved by the Governor. To become effective it must be approved by the voters at the general election in the fall of 1958.

Senate Bill 413 - Transfers land to Southern Illinois University from the Department of Public Health. (The south 200 feet of land of the Public Health Lab.)

Status: It has been approved in the Senate and the House and is awaiting approval by the Governor.

House Bill 407 - This bill authorizes insurance companies to invest in bonds issued by the Board of Trustees of Southern Illinois University and the Southern Illinois University Foundation.

Status: It has passed the House and is on second reading in the Senate.

House Bill 467 - An amendment to the teachers scholarship law providing for more strict adherence to teacher education program by scholarship recipients.

Status: It has passed the House and is at passage stage in the Senate.

Senate Bill 502 - This bill appropriates $22,902,139 to the Board of Trustees of Southern Illinois University from July 1, 1957, to June 30, 1959.

Status: Having passed the Senate, it is at passage stage in the House.

Senate Bill 547 - Creates an Illinois Commission on Higher Education which is to serve as an advisory board to the Governor and the General Assembly on the problems of higher education in the state, i.e., comments upon the budget requests of the various schools, recommends methods of financing the costs of higher education, investigates programs of the various schools.

Status: It has been passed by both houses and awaits the Governor's approval.

House Bill 707 - Amendment to the University Retirement Act providing for survivors benefits with contributions of 1% of earnings and increasing the maximum retirement benefits to 70% of final earnings, or $7200.00, in lieu of the present 60%, or $4500.00.

Status: Has passed the House and is at passage stage in the Senate.

Senate Bill 726 - Appropriates $6,000,000 to the Board of Trustees of Southern Illinois University for capital improvements and additions.

Status: Having passed the Senate, it is at passage stage in the House.

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President June 15, 1957

SPECIAL BULLETIN TO THE FACULTY

SUMMER COKE HOUR

Date: Tuesday, June 18, 1957

Time: 9:30 to 11:00 a.m.

Place: West Lawn of the President's Home

As a greeting to the summer students and faculty, President and Mrs. Morris are having a "Coke Hour" on the lawn of their home on Tuesday morning from 9:30 to 11:00 a.m. It is suggested that faculty members who will be conducting classes during these periods might give the students a "break" and bring them over for a cold drink.

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Physical Plant Department June 20, 1957

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

ELECTRICAL SERVICE INTERRUPTION

The electricity will be off in all buildings serviced by the overhead electric line from 1:00 p.m. to 4:00 p.m. on Monday, June 24, which will be buildings on South Thompson, Barracks K, L, and M, the temporary buildings on Harwood and the President's Office and home. The purpose of cutting the electricity is to install three phase electricity to the Cafeteria.

W. A. Howe, Director of
Physical Plant Department

WAH:jg

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Physical Plant Department June 21, 1957

SPECIAL BULLETIN TO THE FACULTY

CHANGE IN THE ELECTRICAL SERVICE INTERRUPTION BULLETIN OF JUNE 20, 1957

Due to conditions beyond our control, the original bulletin listing that the electricity would be off in buildings on South Thompson, Barracks K, L, and M, the temporary buildings on Harwood and the President's Office and home on Monday, June 24, will now be changed and will be off Wednesday, June 26, for approximately 3½ hours starting at 1:00 p.m.

W. A. Howe, Director of
Physical Plant Department

WAH:jg

LIBRARY
RECEIVED
JUN 27 1957
SERIALS DIVISION

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President June 26, 1957

SPECIAL BULLETIN TO THE FACULTY

NOTICES OF APPOINTMENT

At its June 25, 1957, meeting, the Board of Trustees approved payrolls for 1957-58.

The President's Office is now busy working out notices of appointment. Unfortunately, the mechanical work of preparing, checking, signing and mailing over 700 notices of appointment cannot be hurried beyond a certain point, and so it will be several days before they can be made available to the faculty.

Your patience in this matter is greatly appreciated.

LIBRARY
RECEIVED
JUN 27 1957
SERIALS DIVISION

Charles D. Tenney
Vice President for
Instruction

3
p.2

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President July 1, 1957

MEMO TO: The Faculty

FROM: Delyte W. Morris, President

RE: LEGISLATIVE PROGRAM OF SOUTHERN ILLINOIS UNIVERSITY

Following is a summary of legislation which affects the University and its present status.

Senate Bill 5 - Repeals the prohibition against Southern Illinois University offering courses culminating in a degree of engineering.

Status: It was defeated in the Senate Committee on Education on Wednesday, June 5, by a vote of nine to five. The bill is dead for this session of the legislature.

Senate Bill 6 - Deficiency appropriation of $400,000.

Status: This bill has passed both the House and the Senate and has been approved by the Governor.

Senate Bills 124 and 125 - These are companion bills which provide that the University may pledge student tuition fees for the retirement of revenue bonds.

Status: These bills have both been approved by the Governor and will become effective July 1, 1957.

Senate Bill 199 - This bill authorizes the public referendum for building bonds in the amount of $248,000,000. Southern Illinois University's share of this amount is $41,000,000.

Status: This bill has been approved by the Governor. To become effective it must be approved by the voters at the general election in the fall of 1958.

Senate Bill 413 - Transfers land to Southern Illinois University from the Department of Public Health. (The south 200 feet of land of the Public Health Lab.)

Status: This bill has been approved by the Governor.

House Bill 407 - This bill authorizes insurance companies to invest in bonds issued by the Board of Trustees of Southern Illinois University and the Southern Illinois University Foundation.

Status: It has passed the House and the Senate.

House Bill 467 - An amendment to the teachers scholarship law providing for more strict adherence to teacher education program by scholarship recipients.

Status: It has passed the House and the Senate.

Senate Bill 502 - This bill appropriates $22,902,139 to the Board of Trustees of Southern Illinois University from July 1, 1957, to June 30, 1959.

Status: Approved.

Senate Bill 547 - Creates an Illinois Commission on Higher Education which is to serve as an advisory board to the Governor and the General Assembly on the problems of higher education in the state, i.e., comments upon the budget requests of the various schools, recommends methods of financing the costs of higher education, investigates programs of the various schools.

Status: It has been approved by the Governor.

House Bill 707 - Amendment to the University Retirement Act providing for survivors benefits with contributions of 1% of earnings and increasing the maximum retirement benefits to 70% of final earnings, or $7200.00, in lieu of the present 60%, or $4500.00.

Status: Has passed the House and the Senate.

Senate Bill 726 - Appropriates $6,000,000 to the Board of Trustees of Southern Illinois University for capital improvements and additions.

Status: Approved.

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President July 9, 1957

SPECIAL BULLETIN TO THE FACULTY

RECEIVED 1957 SERIALS DIVISION

MID-TERM GRADES

The academic deans have again requested that the following notice be circulated to all faculty members:

"Since the summer term is so short, it is practically impossible to use our customary procedure of getting in touch with students who are doing unsatisfactory work at the mid-term. So instead of having the instructors report them to the dean and the dean follow them up, it is suggested that each faculty member notify every student who is making a grade of 'D' or 'E' at the mid-term. Of course, if some of these students should in your opinion see the dean, please feel free to tell them so."

FINAL EXAMINATION SCHEDULE FOR SUMMER, 1957

Thursday, August 8

7:30 classes	7:30
10:20 classes	10:30
1:10 classes	1:30

Friday, August 9

8:55 classes	7:30
11:45 classes	10:30
2:35 classes	1:30

Examinations will begin at the hours scheduled above and will run for two clock hours, except for classes that meet only one or two hours a week. Examinations for these will begin at the end of the two-hour examinations and will run for one clock hour.

In case more than one class meets in a room at a given period, the one meeting three or more days a week should have priority on the room for the final examination. Any instructor without a room for a particular class is requested to check with Mr. Hall of the Registrar's Office for assignment.

ALL EXAMINATIONS MUST BE GIVEN AT THE TIME SCHEDULED.

A student who for some reason must miss the final examination may not take an examination before the one scheduled for the class. In this case, "W," followed by the tentative grade with an "8" indicating the number of weeks attended, should be recorded by the instructor. The final examination may be given at a later date within one year.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President September 10, 1957

SPECIAL BULLETIN TO THE FACULTY

ELECTRICAL SERVICE INTERRUPTION

It is proposed to have an interruption of the electrical service to four buildings on the campus as follows: The power will be off in Old Main and the Gymnasium from 8-12 a.m. on Thursday, September 12; and in Wheler Hall and Altgeld from 1-5 p.m. on Thursday, September 12. No other buildings on the campus will be affected. If there are any objections to the above schedule, please notify Mr. Willard C. Hart at Extension 4311 as soon as possible.

Charles D. Tenney
Vice President for
Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President September 12, 1957

SPECIAL BULLETIN TO THE FACULTY

ELECTRICAL SERVICE INTERRUPTION

It is proposed to have an interruption of the electrical service to the following buildings on the campus from 1 to 2 p.m. on Friday, September 13: Allyn, Altgeld, Anthony Hall, Gymnasium, Old Main, Parkinson, Shryock, and Wheeler Hall. No other buildings on the campus will be affected. If there are any objections to the above schedule, please notify Mr. Willard C. Hart at Extension 4311 as soon as possible.

Charles D. Tenney
Vice President for
Instruction

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President September 27, 1957

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

FACULTY MEETING

The first general faculty meeting of the academic year will be held on Thursday, October 3, at 4:00 in Shryock Auditorium. Any classes scheduled at this hour are not to be dismissed.

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President October 22, 1957

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

ALL CLASSES DISMISSED OCTOBER 25 AND 26, 1957

Dr. Richard V. Lee, Director of the Health Service, reports that our flu situation is getting worse and recommends that we dismiss all classes Friday, October 25 and Saturday, October 26, 1957. This seems advisable partly to protect those attending the conference and partly to control this highly contagious disease on campus.

Campus offices are to remain open with at least a skeleton staff present.

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President November 15, 1957

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

"NO HUNTING"

This is our annual fall reminder that hunting is not permitted on University property, including Agriculture and Wildlife research lands. You will recall that this prohibition applies also to SIU faculty and staff members.

I would appreciate it if all deans and directors would call the above to the attention of their staff members just in case they miss getting this notice.

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
LIBRARIES-CARBONDALE
RECEIVED
NOV 20 1957
SERIALS DIVISION

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President November 15, 1957

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

"NO HUNTING"

This is our annual fall reminder that hunting is not permitted on University property, including Agriculture and Wildlife research lands. You will recall that this prohibition applies also to SIU faculty and staff members.

I would appreciate it if all deans and directors would call the above to the attention of their staff members just in case they miss getting this notice.

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
LIBRARIES-CARBONDALE
RECEIVED
NOV 20 1957
SERIALS DIVISION

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President November 20, 1957

SPECIAL BULLETIN TO THE FACULTY

LECTURE BY EDWARD A. ACKERMAN

Dr. Edward A. Ackerman, Chief of the Water Resources Division of Resources For the Future, Inc., will present a lecture on "New Look in Water Resources" in the Library Auditorium on Monday evening, November 25, at 8 o'clock.

Dr. Ackerman is an international authority on water resources and is visiting Southern Illinois and Southern Illinois University in connection with his continuing study of the utilization of water resources in the Middle West.

Members of the staff, their families, and the general public are invited to attend.

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY
LIBRARIES-CARBONDALE
RECEIVED
NOV 25 1957
SERIALS DIVISION

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President November 27, 1957

SPECIAL BULLETIN TO THE FACULTY AND STAFF

WATER SERVICE INTERRUPTION

The water on the main campus will be shut off from 8 a.m. to 12 noon Friday morning, November 29, 1957, in order to make the connection into the water main for the new Home Economics Building.

George H. Hand
Vice President for
Business Affairs

SOUTHERN ILLINOIS
LIBRARIES-CARBONDALE
RECEIVED
NOV 23 1957
SERIALS DIVISION

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President

December 13, 1957

SPECIAL BULLETIN TO THE FACULTY

ANNUAL PERSONAL REPORT

The annual report forms for faculty members on continuing appointments are being placed in the mail boxes this week. They should be filled in as described on the forms and returned to the President s Office before January 20, 1958. These forms cover the activities of the calendar year 1957 only.

All members of the faculty-administrative staff on continuing appointments and with the rank of instructor or above should fill out these forms because of their use in evaluations for increases in salary and rank. A statement about the importance and use of these forms appeared in the General Bulletin to the Faculty under date of January 7, 1952. Members of the staff not on continuing appointment may request forms from the President's Office and fill them out at their own option.

Charles D. Tenney
Vice-President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
LIBRARIES-CARBONDALE
RECEIVED
DEC 16 1957
SERIALS DIVISION

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President May 12, 1958

SPECIAL BULLETIN TO THE FACULTY

FACULTY MEETING

A general meeting of the University Faculty will be held on Thursday, May 22, at 3:30 in the University School Auditorium. Any classes scheduled during this time are not to be dismissed, but faculty members who have 3:00 classes are urged to come as soon as their classes are over.

Charles D. Tenney
Vice-President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President May 14, 1958

SPECIAL BULLETIN TO THE FACULTY

HONORS DAY ASSEMBLY

The annual scholastic Honors Day convocation will be held at 10 o'clock, Thursday morning, May 22, 1958, in Shryock Auditorium.

The Student Council and the Convocations Committee have planned this program to recognize those students who have earned special academic awards, grants, prizes, and scholarships as well as those students who have high academic averages.

The Honors Day address will be given by Dean John Erle Grinnell of the College of Education. It will be entitled "The Utmost Bound."

Department heads are requested to designate two or more representatives to appear in academic dress and to participate in the procession. (Any other faculty members are welcome to participate).

The procession will form at 9:50 a.m. in the cross halls of Old Main.

Students participating in the assembly program may ask to be excused from classes shortly before the program begins.

Both 10 a.m. and 11 a.m. classes will be dismissed on May 22 so that faculty members and students may attend the Honors Day assembly and the reception following it in the Formal Lounge at Woody Hall.

FINAL EXAMINATION SCHEDULE FOR SPRING, 1958

Examination Schedule for Day-Time Classes

Thursday, June 5

8 o'clock classes except 3-hour classes which meet one of the class sessions on Saturday	7:50
Chemistry 112 and 113	11:30
3 o'clock classes	1:50

Friday, June 6

10 o'clock classes	7:50
English 102 and 103	11:30
4 o'clock classes	1:50

Saturday, June 7

8 o'clock 3-hour classes which meet one of the class sessions on Saturday	7:50
9 o'clock 3-hour classes which meet one of the class sessions on Saturday	10:00
11 o'clock 3-hour classes which meet one of the class sessions on Saturday	1:00

Monday, June 9

12 o'clock classes	7:50
Air Science 103 and 203 and Women's Physican Education 254	11:30
Speech 101	12:50
1 o'clock classes	2:00

Tuesday, June 10

11 o'clock classes except 3-hour classes which meet one of the class sessions on Saturday	7:50
History 103	11:30
2 o'clock classes	1:50

Wednesday, June 11

9 o'clock classes except 3-hour classes which meet one of the class sessions on Saturday	7:50
Make-up examination period for students whose petitions have been approved by their academic deans	1:00

Examination Schedule for Evening Classes

Thursday, June 5

Five-hour classes which meet during the first period (6:00-7:25) on Monday, Wednesday, and Thursday	6:00
Four, three, two, and one-hour classes which meet during the second period (7:35-9:00 p.m.) on Monday and/or Thursday	8:00
Classes which meet only on Thursday night. Examinations will start at same times as the class sessions ordinarily start.	

Friday, June 6

Four, three, two, and one-hour classes which meet during the second period (7:35-9:00 p.m.) on Tuesday and/or Friday	6:00
Classes which meet only on Friday night. Examinations will start at same times as the class sessions ordinarily start.	

Monday, June 9

Four, three, two, and one-hour classes which meet during the first period (6:00-7:25 p.m.) on Monday and/or Thursday 6:00
Five-hour classes which meet during the second period (7:35-9:00 p.m.) on Monday, Wednesday, and Thursday 8:00
Classes which meet only on Monday night. Examinations will start at same times as the class sessions ordinarily start.

Tuesday, June 10

Four, three, two, and one-hour classes which meet during the first period (6:00-7:25 p.m.) on Tuesday and/or Friday 6:00
Classes which meet only on Tuesday night. Examinations will start at same times as the class sessions ordinarily start.

Wednesday, June 11

Classes which meet only on Wednesday night. Examinations will start at same times as the class sessions ordinarily start.

. . . . . .

General Examination Information

(1) A special note needs to be made relative to examinations for evening sections for those classes which have been granted a special time for examining all sections. As some students attending at night may not be able to attend the special examination period scheduled for the daytime, each department involved will have to arrange special examination periods for such students. This problem involves those night students who are fully employed during the day and who are taking night courses because it is the only time they are able to do so.

(2) Examinations for three, four, and five-credit hour classes will begin at the hours scheduled and will run for two hours. Examinations for one and two-credit hour classes will begin two hours and ten minutes later and will run for one hour. For example, a 12 o'clock class carrying four hours of credit will have its examination from 7:50 to 9:50 a.m. on Monday, June 9. A 12 o'clock class carrying two hours of credit will have its examinations from 10:00 to 11:00 a.m.

(3) A student who finds he has more than three examinations on one day may petition, and a student who has two examinations scheduled at one time should petition, his academic dean for approval to take an examination during the make-up examination period provided on the last day. Provision for such a make-up examination period does not mean that a student may decide to miss his scheduled examination time and expect to make it up during this make-up period. This period is to be used only for a student whose petition has been approved by his dean.

(4) A student who must miss a final examination may not take an examination before the time scheduled for the class examination. In the event a student misses a final examination and is not involved in a situation covered in (3) above, a "W," followed by the tentative grade with a "12" indicating the number of weeks attended, should be recorded on the grade report by the instructor. A "W" grade must be completed within one year of the end of the quarter involved; otherwise, it must remain as an incomplete grade.

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President May 23, 1958

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

WATER SERVICE INTERRUPTION

In connection with construction of the Home Economics Building, it will be necessary to shut off the water on Friday, May 30 (Memorial Day) from 8 a.m. to 12 noon. The following areas will be affected:

Woody Hall

University offices on University Avenue

University offices on South Thompson Street

President's Office

President's Home.

George H. Hand
Vice President for
Business Affairs

See

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President May 26, 1958

SPECIAL BULLETIN TO THE FACULTY

LETTERS ON EDUCATIONAL PROBLEMS

This is a reminder to the members of the University Faculty who attended the May 22, 1958, Faculty Meeting, and an invitation to those who were unable to attend.

In response to certain recommendations from the Faculty Council concerning general degree requirements President Morris raised at the meeting a number of questions as follows:

1. Should we decrease our emphasis on broad general preparation of our students at this time?

2. Should the specialized instructional units be allowed to control general degree requirements?

3. How can the general degree requirements be kept flexible enough to accommodate the needs of a changing world and a growing University?

President Morris also suggested three possible methods of handling our general degree requirements: (a) to set up a new division of general education empowered to employ its own faculty members to teach all general degree courses; (b) to allow any department or group of departments to propose general education courses which can be evaluated by a general curriculum committee not in terms of their departmental antecedents but in terms of their probable contributions to the student's general background; (c) to call upon outside consultants in the field of general education to design the general degree requirements for Southern and to obtain qualified faculty members (either from our own staff or other staffs) to teach the courses they recommend.

President Morris would like to have from every member of the University Faculty interested in general education a personal letter stating his views as to the best way to achieve a flexible and broad program.

President Morris also stated that he intends to name faculty committees to advise him concerning (1) our approach to gifted young people, many of whom do not attend college and many of whom do not make the most of their college careers, and (2) those students who do not or cannot take courses leading to the bachelor's degree. He invites every faculty member interested in these problems to write him suggesting how best our program can be made to serve these groups, as well as any other items which such committees might well consider.

In order to be useful to the President these letters should reach him not later than June 5, 1958.

Charles D. Tenney
Vice-President for
Instruction

See

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

June 10, 1958

SPECIAL BULLETIN TO THE FACULTY

From: Convocations Committee

Subject: Commencement Exercises, Sunday, June 15, 1958, 6:50 P. M.

The Commencement Exercises make up one of the most important parts of the School Year. It is a time that means much to the students, the parents, the faculty, and the administrative staff of the University. Every member of the faculty with the rank of instructor or above is expected to participate in the academic procession unless excused by the dean or director of his college, school, or institute. Lecturers are not required to attend but are invited to participate if they care to do so. The academic deans and the Convocation Committee wish to make the following announcements regarding the Exercises. Please note the several changes from preceding years.

TIME: The Faculty should be present by 6:30 P. M. Sunday evening, June 15.

PLACE: The faculty will assemble west of Allyn Building. The procession will be in four lines arranged according to departments. Departmental chairmen will be responsible for the lining up of the members of their respective departments. Please follow the signs which will be placed for your convenience. Note attached diagram.

THE PROCESSIONAL: The faculty will follow the graduating seniors into McAndrew Stadium. Four lines will be used. The faculty will move from the lawn back of Allyn Building to the sidewalk across from the Speech Barracks. They will then proceed along Harwood Avenue past the Adademic Dean's Barracks to the North Center gate of McAndrew Stadium. Upon entering the stadium they will proceed down the center of the field. The four lines will follow the markers and file into the rows of chairs placed on the playing field especially for the faculty. The platform will be placed at the south end of the field making it possible for guests to be seated on both sides of the football field.

PROCEDURES DURING THE CEREMONIES: At the end of the Processional everyone should remain standing until after the Invocation. When all are in place, the President will remove his cap at which time all men should do the same. After the Invocation, all should be seated, the men replacing their caps.

[illegible] University
[illegible], Illinois

June [illegible]

[illegible]

From: Convocations Committee

Subject: Commencement Exercises, Sunday, June 1[illegible], 19[illegible], [illegible] P. M.

The Commencement Exercises, which are one of the most important parts of the School Year, [illegible] the students, the parents, the faculty, and the administration [illegible]. Every member of the faculty [illegible] is expected to participate in the [illegible] procession [illegible] dean or director of his college, [illegible]. [illegible] are not required to attend but are [illegible] the academic dress and the [illegible] [illegible] announcements regarding the Exercises. [illegible] changes from preceding years.

TIME: The Faculty should be [illegible] by [illegible] P. M., [illegible], June 1[illegible].

PLACE: The faculty will [illegible] west of [illegible] Building. The [illegible] will be in [illegible] [illegible] [illegible]. [illegible] will be responsible for the lining up of the members on their respective departments. [illegible] the place which will be [illegible] for your convenience, [illegible].

THE PROCESSION: The faculty will follow the [illegible] [illegible] [illegible]. The faculty will move from the [illegible] of [illegible] Building to [illegible] [illegible] the [illegible]. They will then [illegible] [illegible] the [illegible] [illegible] to [illegible] [illegible] Stadium. Upon entering the stadium they will proceed [illegible] of the field. The four lines will [illegible] and [illegible] the rows of chairs placed on the platform [illegible] for the Faculty. The platform will be placed at the [illegible] of the field making it possible for guests to [illegible] [illegible] of the football field.

PROCEDURE DURING THE CEREMONIES: At the end of the Processional everyone should remain standing until after the Invocation. When all are in place, the President will request [illegible] [illegible] on the [illegible] [illegible] the Invocation, [illegible] should be [illegible], the men replacing their caps.

THE RECESSIONAL: There will be a recessional this year. The marshals will indicate the procedures to be followed. The faculty will turn toward the stands nearest them and proceed to the track. On the track they will turn north as a group and leave the stadium by the north exits. The faculty will be followed by the graduates. It is hoped that this will be an orderly recessional.

ACADEMIC REGALIA: The cap is an essential part of the academic dress and is to be retained on the head throughout all academic exercises except by men during prayer. The position of the tassel should be placed so as to hang over the left front of the cap. The top of the cap should be parallel with the floor.

All men should wear a white dress shirt and tie.

Faculty members wishing to rent academic regalia from the University Store should place their orders immediately. Faculty caps, gowns, and hoods may be picked up at the University Store Friday or Saturday, June 13-14. The University Store will be open Commencement evening from 5:30 P. M. to 10:00 P. M. CAPS AND GOWNS MUST BE RETURNED TO THE UNIVERSITY STORE IMMEDIATELY AFTER THE COMMENCEMENT EXERCISES.

PROCEDURES IN CASE OF RAIN: In case of rain the Commencement Exercises will be held in Shryock Auditorium. If you are in doubt what the decision might be because of questionable weather, you may call the University Switchboard Operator after 4:00 P. M.

In case of rain one representative (the chairman or his delegated representative) from each department and administrative office will make up the academic procession. They will assemble in the Allyn Building. They will be seated on the stage with the platform party. Other members of the faculty will be excused in order to make more room for guests.

Arrangements will be made for a public address system in the Men's Gymnasium for the over-flow crowd.

Jack W. Graham
Acting Chairman
Convocations Committee

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Arrangement of Faculty Procession*
Commencement, June 15, 1958

Allyn Building — South — Speech Buildings

Dean Raymond Dey, Marshal
Professor Harvey Fisher, Assistant Marshal
Assistant Professor Glenn E. Watkins, Assistant Marshal

Liberal Arts and Sciences
- Anthropology
- Botany
- Chemistry
- English
- Foreign Language
- Geography, Geology
- Government
- History
- Mathematics
- Microbiology
- Philosophy
- Physics
- Physiology
- Psychology
- Sociology
- Zoology

Communication
- Journalism
- Printing and Photography
- Radio-Television
- Speech
- Speech Correction
- Theater

Fine Arts
- Art
- Design
- Music

Education
- Administrative and Supervisory
- Elementary
- Guidance
- Health Education
- Institutional Materials
- Physical Education Men
- Physical Education Women
- Recreation and Outdoor Education
- Secondary and Higher Ed.
- Special Education
- Teacher Training
- University School

Home Economics
- Clothing and Textiles
- Food and Nutrition
- Home and Family
- Home Economics Education

Agriculture
- Animal Industry
- Agriculture Industry
- Plant Industry
- Forestry

Business
- Accounting
- Economics
- Management
- Marketing
- Secretarial and Business Education

- Industrial Education and Applied Science
- Community Development Inst.
- Labor Institute
- Latin American Institute
- Nursing
- Rehabilitation Institute
- Small Business Institute
- Vocational Technical Inst.
- Residence Centers

Mr. E. Fulkerson
Faculty receiving Service Awards

President's Office
Business Manager's Office
Physical Plant Office
Secretarial Service
Student Work Office
University Press
Office of Student Affairs
Area Services Office
Library
Museum
Department of Air Science

*For persons with rank of Instructor or above
Lecturers are invited to participate, but attendance not required.

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President June 16, 1958

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

SUMMER COKE HOUR

Date: Tuesday, June 17, 1958

Time: 9:30 to 11:00 a.m.

Place: West Lawn of the President's Home

As a greeting to the summer students and faculty members, President and Mrs. Morris are having a "Coke Hour" on the lawn of their home on Tuesday morning from 9:30 to 11:00 a.m. It is suggested that faculty members who will be conducting classes during these periods might wish to give the students a "break" and bring them over for a cold drink.

Charles D. Tenney
Vice-President for
Instruction

Acc

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President July 1, 1958

SPECIAL BULLETIN TO THE FACULTY

ELECTRICAL SERVICE INTERRUPTION

It is proposed to have an interruption of the electrical services to parts of the campus at one time or another this summer from July 13 to August 18. Please read the attached minutes of a meeting carefully and plan for these electrical interruptions. If there are any questions regarding the attached schedule, please contact Mr. Willard C. Hart at Extension 4311.

Charles D. Tenney
Vice President for
Instruction

George H. Hand
Vice President
for Business Affairs

MINUTES OF MEETING
SOUTHERN ILLINOIS UNIVERSITY
CONTRACT 4633
JUNE 20, 1958

A meeting was held in the Office of the University Architect, June 12, 1958, for the purpose of discussing the proposed schedule for shut-downs in electrical service as necessary for completion of the work to convert the electric underground service from 2400 to 4160 volts at Southern Illinois University.

The following persons attended the meeting:

John Girard	- Consoer, Townsend & Associates
Willard C. Hart	- S. I. U. Construction Supervisor
Edward J. Harbauer	- S. I. U. Project Engineer
Blaney Miller	- Anderson Electric Company
"Sam" Lamer	- Anderson Electric Company
A. W. Blass	- S. I. U. Physical Plant
Tom Engram	- S. I. U. Physical Plant

The meeting was opened by Mr. Hart with the statement that the only available time when electrical power for the University could be interrupted for the necessary duration to affect the conversion of the primary electrical service from 2400 to 4160 volts was in the period between August 11, and August 22, 1958. This is the only period during which the University will not have classes in session or major conferences in session. Even during this period it will be necessary for such items as the Presidents House and Office, the street lights, emergency lights, the Physical Plant Directors home and other similar places to be in operation except for shut-downs for very short periods.

In addition to the long shut-down, it will be necessary to have two other power interruptions of short duration to enable certain preparatory work to be done.

As a result of the discussion during the meeting, of checking with various University departments and consideration ofthe amount of work involved, the following schedule was developed:

A. On Sunday, July 13, 1958, there is to be an interruption from 6 A.M. to about 6 P.M., to allow splicing in of the new 500 MCM feeder between the Power Plant and Manhole No. 7 near Parkinson Laboratory. This will mean that there will be no power for the following buildings:

   1. Training School Group.
   2. Old Campus, including Old Main, Wheeler Hall, Altgeld Hall, Shryock Auditorium, Allyn Building, Gymnasium, Anthony Hall and Parkinson Laboratory.

B. On Sunday, July 20, 1958, there will be a power interruption between the hours of 8 A.M. and 6 P.M., which will involve the Presidents Office and Home, the Laundry Building, Woody Hall and the Training School Group. This interruption will be for the purpose of splicing the new cable between Manhole No. 14 and Transformer Vault No. 5.

C. On Monday morning, August 11, 1958, all power for the University is to be shut off. Power on each of the circuits is to be restored as rapidly as possible. In many instances, this will mean that the cutout switches for each bank of transformers on a given circuit, where possible, will be opened and the circuit itself will be re-energized as soon as possible, probably within 3 or 4 hours. The transformers will be changed over, one bank at a time, and the cutout switch for that particular bank turned back on to re-energize the transformers.

It is contemplated that power will be restored to the various buildings and areas in the following order:

1. Monday, August 11, 1958.

   a. Transformer Vault No. 5 (Presidents Office and Home).
   b. Transformer Vault No. 10 (Agriculture Building).
   c. Transformer Vault No. 11 (Thompson Point Dining Hall).
   d. Transformer Vault No. 12 (Thompson Point Residence Halls).
   e. Transformer Vault No. 1 (Power Plant & Service Buildings No. 1 and No. 2.
   f. Overhead distribution line (Cafeteria, Business Office Barracks, Business Administration Barracks, Industrial Education Barracks, houses along South Thompson, Agriculture Quonset Hut and Physical Plant Directors house.)

2. Tuesday, August 12, 1958.

   a. Transformer Vault No. 13 (Altgeld Hall and Wheeler Hall).
   b. Transformer Vault No. 4 (Old Main & Gymnasium).
   c. Transformer Vault No. 9 (Library, Life Science, Animal Building and Greenhouses).
   d. Transformer Vault No. 3 (Parkinson Laboratory, Anthony Hall, Shryock Auditorium and Allyn Building).

3. Wednesday, August 13, 1958.

   a. Complete Transformer Vault No. 3.
   b. Transformer Vault No. 8 (Woody Hall).
   c. Switch gear and motor for air conditioner in Library Building.

4. Thursday, August 14,1958.

   a. Transformer Vault No. 6 (Training School).
   b. Transformer Vault No. 7 (Industrial Education and Swimming Pool Portions of Training School Group.
   c. Laundry.

5. Friday, August 15, 1958.

   a. Transformer Vault No. 2 (Stadium).
   b. Catch up and completion of any remaining portion of campus.

Any and all improvements of the above schedule possible will be made by the contractor. Each day he will convert as many of the transformers as possible, and it is hoped that the indicated schedule can be bettered.

BULLETIN TO FACULTY MEMBERS WITH EXTENSION ASSIGNMENTS FOR THE FALL SEMESTER:

I am enclosing the following materials for your information:

1. A mimeographed schedule of Extension classes. (A printed schedule will be mailed to every public school teacher, and others in certain employment areas, in Southern Illinois in the near future.)

2. A Transportation Schedule showing the arrangements which have been made for you to travel to the community where your Extension class is to meet.

In order to be able to release the Extension Schedule so that Summer Session students could have a copy before leaving the campus, it was necessary in a few cases to arbitrarily assign a night of the week when the first class meeting is to be held. The Fall Schedule (campus) was examined, and in some cases the Department Chairman was consulted. Please note, in case the night scheduled does not meet with your approval, that the instructor and the group, at the first meeting of the class, have the privilege of holding all future meetings on any night of the week which they wish, with the instructor having complete authority to have this choice meet his wishes. (In recent years, however, most classes have continued on the night originally scheduled.) If the Extension instructor has some campus duty which prevents him from meeting his class the first night, the Extension Division will make arrangements to have the class registered by someone from the Extension Office, with the second meeting scheduled on the night of the instructor's choice.

An attempt has been made to schedule transportation facilities so that in general faculty members will not be imposed upon, while the economy factor also was considered. In a few cases faculty members have been asked to wait in the community where the class is scheduled until another faculty member in a more distant town can pick them up. If any person feels that he is being asked to wait an unreasonable length of time, I shall be more than glad to discuss the matter with him.

Because the public schools start during the last week of August, and because Southern does not begin its Fall Term until about four weeks later, it has become exceedingly difficult to meet the Extension group for two consecutive semesters without some groups having to meet twice in one week. The public schools are out in May, too, while the University continues for approximately two additional weeks. The Fall Semester, moreover, has to contend with a number of holidays, Armistice Day, for example, for Tuesday classes this year when the public schools are not in session, Thanksgiving for Thursday classes, etc. One must consider, too, that bad weather or other conditions might cause a cancellation of one or more meetings. For these reasons, the Extension Schedule provides for the first meetings to start on Tuesday, September 23, even though campus classes do not begin until the next day. I felt that our staff, if they knew the reasons for this beginning date, would prefer that classes start at this time. (This Transportation Schedule is being sent to you at this time so that you will be alerted to this timing.)

I shall have in your mail, just prior to September 23, additional instructions for your first class meeting. Even though you may be over-whelmed with work this week, I hope that you will find the time and opportunity for a thoroughly enjoyable vacation before school opens in September.

Raymond H. Dey, Dean
Division of University Extension

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President July 14, 1958

SPECIAL BULLETIN TO THE FACULTY

FINAL EXAMINATION SCHEDULE FOR SUMMER, 1958

(PLEASE ANNOUNCE THE TIME OF EXAMINATION TO YOUR CLASS.)

Wednesday, August 6

7:30 classes (3, 4, 5-credit hour classes)	7:30 - 9:30
7:30 classes (1, 2-credit hour classes)	9:40 - 10:40
10:20 classes (3, 4, 5-credit hour classes)	10:50 - 12:50
10:20 classes (1, 2-credit hour classes)	1:00 - 2:00
1:10 classes (3, 4, 5-credit hour classes)	2:10 - 4:10
1:10 classes (1, 2-credit hour classes)	4:20 - 5:20

Thursday, August 7

8:55 classes (3, 4, 5-credit hour classes)	7:30 - 9:30
8:55 classes (1, 2-credit hour classes)	9:40 - 10:40
11:45 classes (3, 4, 5-credit hour classes)	10:50 - 12:50
11:45 classes (1, 2-credit hour classes)	1:00 - 2:00
2:35 classes (3, 4, 5-credit hour classes)	2:10 - 4:10
2:35 classes (1, 2-credit hour classes)	4:20 - 5:20

In case more than one class meets in a room at a given period, the one meeting three or more days a week should have priority on the room for the final examination. Any instructor without a room for a particular class should check with the Registration Center in the Registrar's Office for assignment.

A student who must miss the final examination when scheduled may not take an examination before the one scheduled for the class. In this case, "W," followed by the tentative grade with an "8" indicating the number of weeks attended, should be recorded by the instructor. The final examination may be given at a later date within one year.

Note should be taken of the above dates. Friday, August 8, the last day of the Summer Session is to be free of examinations in accordance with the Scheduling Policy for Final Examinations as recommended by the University Council, approved on May 23, 1957, and which became effective September, 1957. The portion of the Policy which applies to summer sessions is as follows:

> During summer sessions of eight weeks, the final examination schedule is to include two days and the final day of the summer session is not to be used for final examinations. Other principles to be followed in establishing the final examination schedule for the summer session of eight weeks are:
>
> a. Departmental examination periods are not to be set aside.
>
> b. The final examination for a course section will be scheduled according to the hour at which the class normally begins. A two-hour examination period will be scheduled for courses with three or more credit hours. A one-hour examination period will be scheduled for courses with less than three credit hours.

Charles D. Tenney
Vice-President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President July 24, 1958

SPECIAL BULLETIN TO THE FACULTY

NOTICES OF APPOINTMENT

Because of the increasing number of faculty members and the delays occasioned by the volume of work entailed in typing notices of appointment for every member of the staff, the President has requested that notices be mailed only to faculty-administrative staff members receiving initial appointments or to those on continuing appointment whose status or terms of appointment have changed in some way. Persons whose appointments are continuing on the same basis as last year will not receive notices and can assume that the conditions of last year's notice will prevail. This does not apply, of course, to any persons whose past appointments have been for specified and limited terms.

Charles D. Tenney
Vice-President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President July 29, 1958

SPECIAL BULLETIN TO THE FACULTY

ELECTRICAL SERVICE INTERRUPTION

It is necessary to have an interruption of the electrical services to several parts of the campus, and the following schedule has been proposed: Saturday, August 2, from 1 pm to 6 pm, the Laundry, Woody Hall, President's Office, and President's House; Sunday, August 3, from 6 am to 6 pm, the University School Building. No other buildings on the campus will be affected. If there are any objections to the above schedule, please notify Mr. Willard C. Hart at Extension 4311 as soon as possible.

Charles D. Tenney
Vice-President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

July 31, 1958

SPECIAL BULLETIN TO THE FACULTY

From: Convocations Committee

Subject: Commencement Exercises, Friday, August 8, 1958, 6:50 P.M.

The Commencement Exercises make up one of the most important parts of the School Year. It is a time that means much to the students, the parents, the faculty, and the administrative staff of the University. Every member of the faculty with the rank of instructor or above is expected to participate in the academic procession unless excused by the dean or director of his college, school, or institute. Lecturers are not required to attend but are invited to participate if they care to do so. It is only through the concerted cooperation of all participants as was given in June that the Commencement Exercises can be a dignified and stately ceremony.

TIME: The Faculty should be present by 6:30 P.M. Friday evening, August 8. The band concert will begin promptly at 6:45. The procession will begin at 6:50.

PLACE: The Faculty will assembly west of the former Home Management House on Harwood Avenue. (Construction activities make the area west of Allyn Building unavailable.) The procession will be in four lines arranged according to departments. Departmental Chairmen will be responsible for the lining up of the members of their respective departments. Please follow the signs which will be placed for your convenience. Note attached diagram.

The Faculty may want to use the parking lots on South Thompson Street. You may also want to use the south loop road to Oakland Avenue to avoid the traffic after the ceremonies.

THE PROCESSIONAL: The faculty will follow the platform party into McAndrew Stadium. The faculty will proceed along Harwood Avenue past the Academic Dean's Barracks to the North Center gate of McAndrew Stadium. Upon entering the stadium they will proceed down the center of the field. The four lines will follow the markers and file into the rows of chairs placed on the playing field especially for the faculty. The platform will be placed near the center of the field facing the west stands.

PROCEDURES DURING THE CEREMONIES: At the end of the Processional everyone should remain standing until after the Invocation. When all are in place, the President will remove his cap at which time

all men should do the same. After the Invocation, all should be seated, the men replacing their caps. It would add more color to the occasion if each faculty member, when seated, would arrange his hood to hang over the back of his chair.

THE RECESSIONAL: There will be a recessional. The marshals will indicate the procedures to be followed. You will follow the same route out of the stadium which was used in entering.

ACADEMIC REGALIA: The cap is an essential part of the academic dress and is to be retained on the head throughout all academic exercises except by men during prayer. The position of the tassel should be placed so as to hang over the left front of the cap. The top of the cap should be parallel with the floor.

Tradition and experience indicate that it is best for the men to wear a white shirt, tie, and dark trousers or suit under the gown. Both men and women should wear dark shoes.

Faculty members wishing to rent academic regalia from the University Store should place their orders immediately. Caps, gowns, and hoods may be picked up at the University Store Thursday, Friday, August 7-8. The University Store will be open Commencement evening from 5:30 P.M. to 10:00 P.M. CAPS AND GOWNS MUST BE RETURNED TO THE UNIVERSITY STORE IMMEDIATELY AFTER THE COMMENCEMENT EXERCISES. (Students will return their caps and gowns in Old Main allowing more room for faculty.)

PROCEDURES IN CASE OF RAIN: In case of rain the Commencement Exercises will be held in Shryock Auditorium. If you are in doubt what the decision might be because of questionable weather, you may call the University Switchboard Operator after 4:00 P.M.

In case of rain one representative (the chairman or his delegated representative) from each department and each administrative office will make up the academic procession. They will assemble in two lines in the Allyn Building. They will be seated on the stage with the platform party. Other members of the faculty will be excused in order to make more room for guests.

Arrangements will be made for a public address system in the Men's Gymnasium for the over-flow crowd.

Jack W. Graham
Acting Chairman
Convocations Committee

JWG/cg

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Arrangement of Faculty Procession -- Commencement, August 8, 1958*

↑East↑

Professor Harvey Fisher, Marshal
Assistant Marshals: Professor Walter Wills, Associate Professor Troy Edwards and Associate Professor Elbert Fulkerson

← Harwood Avenue →

Liberal Arts and Sciences
- Anthropology
- Botany
- Chemistry
- English
- Foreign Language
- Geology
- Geography
- Government
- History
- Mathematics
- Microbiology
- Philosophy
- Physics
- Physiology
- Psychology
- Sociology
- Zoology

Vocational Technical Institute

Education
- Administrative and Supervision
- Elementary
- Guidance
- Health Education
- Instructional Materials
- Physical Education Men
- Physical Education Women
- Recreation and Outdoor Education
- Secondary and Higher Ed.
- Special Education
- Teacher Training
- University School

Agriculture
- Animal Industry
- Agriculture Industry
- Plant Industry
- Forestry

Business
- Accounting
- Economics
- Management
- Marketing
- Sec. and Bus. Ed.

Communication
- Journalism
- Printing and Photography
- Radio-Television
- Speech
- Speech Correction
- Theater

Fine Arts
- Art, Design, Music

Home Economics
- Clothing and Textiles
- Food and Nutrition
- Home and Family
- Home Economics Ed.

Ind. Ed. and App. Sci.

Office of the President
- Business Manager's Office
- Physical Plant Office
- University Architect's Office
- Secretarial Service
- Student Work Office
- University Press
- Office of Student Affairs
- Health Service
- Area Services Office
- Library
- Museum
- Department of Air Science
- Community Development Institute
- Labor Institute
- Latin American Institute
- Rehabilitation Institute
- Small Business Institute
- Nursing
- Residence Centers

← Former Home Management House

* For persons with rank of instructor or above. Lecturers are invited to participate, but attendance not required

↓Photographic House↓

SOUTHERN ILLINOIS UNIVERSITY

Personnel Office

September 24, 1958

M E M O R A N D U M

TO: Members of the Staff

SUBJECT: Directory Information

Attached hereto is your Directory Information Card. Your prompt and accurate completion of this card will insure the most complete directory at the earliest possible date.

Staff members with dual appointments are asked to be sure to include both academic and administrative ranks.

The cooperation of the several department heads in making the directory complete is requested.

Please return your card by campus mail to the Personnel Office not later than Tuesday, September 30, 1958.

M. M. Sappenfield
Director
Personnel Office

Elbert Fulkerson
Secretary of the Faculty

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President September 26, 1958

SPECIAL BULLETIN TO THE FACULTY

Procedure for Paying Faculty Members on the Twelve Months' Basis

1. Effective date

On and after September 1, 1958, all members of the faculty who are appointed to one of the permanent ranks, namely, instructor, assistant professor, associate professor, and professor, for the nine months' period from the middle of September to the middle of June will receive monthly one-twelfth of their annual salary for the nine months' period of service.

2. Determination of Monthly Salary Rate

In setting up the payroll for each academic year on the first day of September, the monthly salary of each faculty member included in the definition above will be determined by dividing the annual salary contained in the operating budget for the nine months' period by 12. This amount shall be the base salary rate for the subsequent 12 months' period. Taxes and retirement contributions will be figured from this rate.

3. Method of Payment for Others

All members of the faculty not included within the definition above will be paid in accordance with the terms of their appointments. Members of the faculty-administrative staff and civil service employees who are appointed on a twelve months' basis will be paid in accordance with the terms of their appointments.

4. Appointments for Less than Nine or Twelve Months

Some members of the staff will be appointed for terms of time less than 9 or 12 months. In these cases, regardless of rank, these persons will be paid in accordance with the provisions of their appointments.

5. Payment in the Event of Death or Resignation

In the event a faculty member dies or resigns during the academic year, the amount of the final payment will be determined in the following manner: The proportion of the nine months' period served prior to death or resignation will be determined in order to establish the proportion of the annual salary earned prior to this event. Amounts already paid to the individual during the academic year will be totaled and subtracted from the new annual figure established in accordance with the above. The remainder will then be paid in the individual's final check.

6. Payment in the Event of Resignation at the End of the Nine Months' Period

In the event a member of the faculty who is being paid in twelve equal installments resigns after completing his nine months' period of service, he will be given a choice between the following:

1) Receiving in his current month's check the remainder to be paid to him during the twelve months' period, or

2) Receiving his monthly checks as planned through the period ending on August 31.

7. Determination of the Separation Date Under 6

In the event the faculty member chooses to follow two (2) above, his contributions to the Retirement System will be deducted from each of his monthly paychecks as usual. His separation date will be reported to the Retirement System as August 31. In this case, all benefits under the System will remain in full effect until August 31.

If the faculty member chooses to follow one (1) above, he has two choices:

(a) If he wishes, Retirement contributions <u>will not</u> be withheld from his final check, his termination date will be reported as June 30, and all benefits of the System will expire on the separation date reported. In this event, the faculty member will receive his refunds of contributions from the Retirement System in July and will have no benefits on and after June 30 of that year.

(b) If he wishes, Retirement contributions for the succeeding months can be withheld from the final check. In this event he will retain his benefits under the Retirement System until August 31. His separation benefits under the System or refund of contributions will not be paid to him by the System until after August 31 or during the month of September.

8. Disability Under the Retirement System

Because of being paid over a twelve months' period rather than a nine, faculty members in this group will receive disability benefits under the Retirement System, in the event of disability, throughout the twelve months' period. The rate of disability paid will also be determined by the twelve months' rate, i.e., disability benefits will be paid to the individual at the rate of one-half of his monthly salary determined in the twelve months' basis. Although this means that the size of disability payments may be less than previously, it also means that disability may be received during the summer months in the event the individual remains disabled.

9. Sabbatical Leave

During a sabbatical leave, the faculty member will continue to receive his monthly salary in the same fashion as before the leave. If he applies for and is granted a leave for one academic year, he will receive twelve monthly payments equal to one-half of his normal salary rate.

In the event he applies for and is granted a sabbatical leave for a shorter period at full pay, his salary will continue at its normal rate.

10. Leaves without Pay

If a faculty member is granted leave without pay, or if his salary must be reduced because of sick leave above that provided for with pay, the deduction in his salary will be determined by the proportion of time such absence bears to the nine months' period of service.

In the event such a deduction becomes necessary, the individual case will be studied and a method of payment arrived at which will be of greatest benefit to the individual.

11. Payment of Earnings for Summer Session Teaching or Service

Faculty members appointed to teach or perform other service during the summer session will receive an additional appointment for such teaching or service. The salary to be received for this service will be stated in the appointment.

The amount to be received for summer services will be added to the checks normally received for the months of June, July, August and September. Deductions for taxes and Retirement contributions for these four months in this event will be determined by the gross amount of the monthly paycheck. Such additional earned amounts will be recognized by the Retirement System in determining the "final rate of earnings" in calculating the amount of the retirement annuity of the individual.

12. Relief for the First Year of the Plan

It is recognized that a number of faculty members may have committed themselves to installment purchases which will make it difficult for them to live up to their commitments during the first year in which the plan is in operation. Where bonafide cases of hardship are involved, the faculty member may wish to seek relief by asking that for this year only he continue to receive his salary on the previous nine-months plan.

In order to review requests for relief, President Morris, on the recommendation of the Faculty Salary and Rank Committee, set up a hearing board consisting of Professors J. Cary Davis, Edw. V. Miles, Jr., and Charles D. Tenney. Requests for a hearing should be addressed to Professor Tenney in the President's Office.

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President October 24, 1958

SPECIAL BULLETIN TO THE FACULTY

ALL-SCHOOL ASSEMBLY

Classes are to be dismissed during the 10 o'clock hour on Tuesday, October 28, for an all-school assembly in McAndrew Stadium.

All members of the AF-ROTC will, however, convene and march to the Stadium as a cadet body.

Charles D. Tenney
Vice-President for
Instruction

See

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President October 25, 1958

SPECIAL BULLETIN TO THE FACULTY

ALL-SCHOOL ASSEMBLY

Please read the following announcement to your Monday and Tuesday classes:

"The special all-school assembly in McAndrew Stadium at the 10:00 hour on Tuesday, October 28, is for the purpose of acquainting all students and faculty members with the importance to them and to Southern Illinois University of the Bond Issue, upon which a referendum is to be held at the November 4 election.

"Among the speakers will be President Morris, Colonel MacMillan, Professor Kaplan, Miss Mullins, and various students.

"It is hoped that the meeting will bring home to those who attend the relationship between the Bond Issue and our crowded class schedules, our use of such flimsy temporary facilities as the barracks, our commuting and parking difficulties, and other items of vital concern to the student body.

"An extra feature of the meeting is that the queen candidates will be briefly introduced at its beginning.

"All students and staff members are urged to attend."

Charles D. Tenney
Vice President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President November 12, 1958

SPECIAL BULLETIN TO THE FACULTY

ILLINOIS EDUCATION ASSOCIATION SOUTHERN DIVISION MEETING

Special thanks from the President's Office to faculty members for their splendid cooperation so that parking and eating facilities were available for members of the Southern Division of the Illinois Education Association who were in attendance at the meeting October 31 on our campus.

HUNTING ON UNIVERSITY PROPERTY

Employees of Southern Illinois University are reminded that, with one exception, all property owned by or under the jurisdiction of the University is closed to hunting. The Pyatt Strip-Mined Area near Pinckneyville, is open for hunting and fishing to everyone. It is requested also, that staff members refrain from hunting on those areas privately owned which are cooperating with the Cooperative Wildlife Research Laboratory. This includes particularly the quail research area located approximately 6 miles northeast of Carbondale.

FACULTY BUILDING REPRESENTATIVES

We have established the policy of having a faculty building representative for each major building. This person is to serve as the liaison officer for all occupants of the building under his jurisdiction. Instead of many people reporting broken windows and other items of a general nature, it was thought best to have one person making such reports. Listed below you will find the name of the representative for each major building to whom you should report any suggestions for improving the appearance and functioning of each building:

Major Building	Representative
Agriculture	Dean W. E. Keepper
Allyn	Mr. Frederick Lauritzen
Altgeld Hall	Professor Henry A. Bruinsma
Anthony Hall	Mr. Rex Karnes
Gymnasium	Mr. Edward J. Shea
Home Economics	Dean Eileen Quigley
Life Science	Mr. Maurice Ogur
Morris Library	Professor Ralph E. McCoy
Old Main	Mr. George Camp
Parkinson Laboratory	Professor J. W. Neckers
Shryock Auditorium	Mr. Robert Forman
University School	Professor John D. Mees
Wheeler Hall	Captain George M. Carter

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President November 26, 1958

SPECIAL BULLETIN TO THE FACULTY

FINAL EXAMINATION SCHEDULE FOR FALL, 1958

(PLEASE ANNOUNCE THE TIME OF EXAMINATION TO YOUR CLASS.)

Examination Schedule for Day-Time Classes

Monday, December 15

11 o'clock classes except 3-hour classes which meet one of the class sessions on Saturday	7:50
Mathematics 106B, 106C, and 111	11:30
2 o'clock classes	1:50

Tuesday, December 16

9 o'clock classes except 3-hour classes which meet one of the class sessions on Saturday	7:50
English 101 and Management 371	11:30
10 o'clock classes	1:50

Wednesday, December 17

8 o'clock classes except 3-hour classes which meet one of the class sessions on Saturday	7:50
Chemistry 101, 110, and 111 and Management 271	11:30
3 o'clock classes	1:50

Thursday, December 18

12 o'clock classes	7:50
Economics 205 and Geography 100	11:30
4 o'clock classes	1:50

Friday, December 19

1 o'clock classes	7:50
Air Science 101 and 201	11:30
Women's Physical Education 254	12:50
Make-up examination period for students whose petitions have been approved by their academic deans	2:00

Saturday, December 20

8 o'clock 3-hour classes which meet one of the class sessions on Saturday 7:50
9 o'clock 3-hour classes which meet one of the class sessions on Saturday 10:00
11 o'clock 3-hour classes which meet one of the class sessions on Saturday 1:00

Examination Schedule for Evening Classes

Monday, December 15

Five-hour classes which meet during the first period (6:00-7:25 p.m.) on Monday, Tuesday, and Thursday 6:00
Four, three, two, and one-hour classes which meet during the first period (5:45 or 6:00-7:25 p.m.) on Monday and/or Wednesday 6:00
Classes which meet only on Monday night. Examinations will start at same times as the class sessions ordinarily start.

Tuesday, December 16

Five-hour classes which meet during the second period (7:35-9:00 p.m.) on Monday, Tuesday, and Thursday 6:00
Four, three, two, and one-hour classes which meet during the second period (7:35-9:00 or 9:15 p.m.) on Tuesday and/or Thursday 6:00
Classes which meet only on Tuesday night. Examinations will start at same times as the class sessions ordinarily start.

Wednesday, December 17

Four, three, two, and one-hour classes which meet during the second period (7:35-9:00 or 9:15 p.m.) on Monday and/or Wednesday 6:00
Classes which meet only on Wednesday night. Examinations will start at same times as the class sessions ordinarily start.

Thursday, December 18

Four, three, two, and one-hour classes which meet during the first period (5:45 or 6:00-7:25 p.m.) on Tuesday and/or Thursday 6:00
Classes which meet only on Thursday night. Examinations will start at same times as the class sessions ordinarily start.

. . . . . .

A special note needs to be made relative to examinations for evening sections for those classes which have been granted a special time for examining all sections. As some students attending at night may not be able to attend the special examination period scheduled for the daytime, each department involved will have to arrange special examination periods for such students. This problem involves those night students who are fully employed during the day and who are taking night courses because it is the only time they are able to do so.

General Examination Information

(1) Examinations for three, four, and five-credit hour classes will begin at the hours scheduled and will run for two hours. Examinations for one and two-credit hour classes will begin two hours and ten minutes later and will run for one hour. For example, an 11-o'clock class carrying four hours of credit will have its examination from 7:50 to 9:50 a.m. on Monday, December 15. An 11-o'clock class carrying two hours of credit will have its examinations from 10:00 to 11:00 a.m.

(2) A student who finds he has more than three examinations on one day may petition, and a student who has two examinations scheduled at one time should petition, his academic dean for approval to take an examination during the make-up examination period on the last day. Provision for such a make-up examination period does not mean that a student may decide to miss his scheduled examination time and expect to make it up during this make-up period. This period is to be used only for a student whose petition has been approved by his dean.

(3) A student who must miss a final examination may not take an examination before the time scheduled for the class examination. In the event a student misses a final examination and is not involved in a situation covered in (2) above, a "W," followed by the tentative grade with a "12" indicating the number of weeks attended, should be recorded on the grade report by the instructor. A "W" grade must be completed within one year of the end of the quarter involved; otherwise, it will remain as an incomplete grade.

Charles D. Tenney
Vice-President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President December 2, 1958

SPECIAL BULLETIN TO ALL DEANS, DIRECTORS, AND HEADS OF DEPARTMENTS

CHRISTMAS GREETINGS

The purpose of this bulletin is to remind you of the University policy which was published in the "General Bulletin to the Faculty" dated November 14, 1957: In part it reads as follows: "Since we can assume that everyone on the campus wishes everyone on the campus a Merry Christmas, the departments should not spend University funds for the purpose of exchanging sentiments."

It is also University policy that Christmas greetings going off campus (to be paid for by the University) should be limited to the President's official University Christmas greeting. If you have a list of people you believe should receive official University Christmas greetings, you should send the list to the President's Office.

George H. Hand
Vice President
for Business Affairs

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the President December 13, 1958

SPECIAL BULLETIN TO THE FACULTY

ANNUAL PERSONAL REPORT

The annual report forms for the faculty members on continuing appointments are being placed in the mail boxes this week. They should be filled in as described on the forms and returned to the President's Office before January 19, 1959. These forms cover the activities of the calendar year 1958 only.

All members of the faculty-administrative staff on continuing appointments and with the rank of instructor or above should fill out these forms because of their use in evaluations for increases in salary and rank. A statement about the importance and use of these forms appeared in the General Bulletin to the Faculty under date of January 7, 1952. Members of the staff not on continuing appointment may request forms from the President's Office and fill them out at their own option.

Charles D. Tenney
Vice-President for
Instruction

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President December 22, 1958

SPECIAL BULLETIN TO THE FACULTY

ELECTRICAL SERVICE INTERRUPTION

It is necessary to have an all-day interruption of the electrical services to the following parts of the campus on Monday, December 29, 1958: President's House, President's Office, Woody Hall, Laundry and Applied Science Building, and the Stadium. No other buildings on the campus will be affected. If there are any objections to the above, please notify Mr. Willard C. Hart at Extension 4311 as soon as possible.

George H. Hand
Vice President
for Business Affairs

APR. 69
N. MANCHESTER,
INDIANA